



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)
- ✓ Strong Communities Rent Supplement Program
- ✓ Housing York Inc.
 - ✓ Public Housing
 - ✓ HSA Part VII

Rent-Geared-to-Income Subsidy Form

NOTE: This document repeals Program Instruction N° 2004-07

Effective Date: Immediately

Summary:

Housing Providers must use the attached Rent-Geared-to-Income (RGI) Subsidy Form when information is collected and reviewed to calculate rent for RGI households. This form must be used when:

- when offering an RGI unit
- once a year at RGI subsidy renewal
- Household's report changes to income or household composition.

Purpose:

The new RGI Subsidy Form was developed in consultation with Housing Providers to ensure that the right information is collected, that households are aware of RGI rules, and that the form and information contained within it meet the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and the *Housing Services Act, 2011* (HSA). The new form replaces the two previous subsidy renewal forms used for seniors and non-senior households.

WHAT'S NEW WITH THE RGI SUBSIDY FORM:

Making RGI easier to Understand

Households new to RGI receive a lot of information when they accept a unit. The first section of the new RGI Subsidy Form called, "Important Rules For your Rent-Geared-To-Income Subsidy" provides a plain language overview of significant RGI rules. The last section of the new form called, "Appendix A" explains the type of information needed calculate rent. At annual review, the same form is used and is a reminder for households of what is expected of them. We've also included a number of cues throughout the form to remind households to attach verification documents.



Privacy Compliance and Simplified Signature Section

Section 4 of the Form provides a simplified declaration, release and consent to help households understand why the information is collected and how the information is used. Unlike the previous form, household members need to sign only in one section since we've combined the declarations and consents sections.

AODA Compliant

While the new form is longer than previous ones, the larger fonts and more spacing ensures that AODA communication standards are being met. RGI rules and application questions have been put in plain language to better support households.

HOW TO BEST USE THE NEW RGI SUBSIDY FORM

Type information directly into the form

Households are able to type their information directly into the new form. The best way to do this is to:

- download the form from the York Region [website](#)
 - Go to the [Housing](#) Section
 - [Information for Housing Providers](#)
- save it to the computer
- then fill in the required information

Once completed, the form must be printed, signed by each household member, and submitted to the Housing Provider. It is a recommended best practice that you date stamp the form and verification documents when you receive them.

Some households would prefer to complete the form by hand. To print the form, it is best to download the form from the Region's [website](#), save it onto the computer, and then print. If the form is printed directly from the website, some boxes may not print correctly. Different internet browsers, like Google Chrome and Firefox have different readers which may distort the original design of the form. **The form works best in Internet Explorer.**

In order to incorporate all your feedback and to ensure accessibility, the new RGI Subsidy Form is longer than previous versions. To assist you, we will provide printed RGI forms in 2016, should you require such assistance. Please contact your Program Coordinator for printed copies.

Authority

Housing Services Act, 2011 – sections 52 (1)

Ontario Regulation 298/01 – sections 52 (1), (2)

Ontario Regulation 367/11 – section 146(1-4)



If you have any questions, please contact your Program Coordinator

- ORIGINAL SIGNED -

Rick Farrell
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Attachment: RGI Subsidy Form

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This notice will be available in an accessible format or with communication supports upon request from 1-877-464-9675 or 905-830-4444 ext. 72119

