



Municipality of Chatham-Kent

Social Housing Policies & Procedures

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Subject: Geographic Areas Established	Policy No. SH-1614
Scope: Chatham-Kent Social Housing Participants	Legal/Cross Reference: RGI Administration Agreement
Issued Date: November 17, 2015 Effective Date: January 1, 2016 Last Revised Date: Previous Policy No.: SH-0214 Original Issue Date: May 29, 2002 Last Revised:	Approval: <u>Original signed by Director</u> Director, Housing Services

I. PURPOSE:

- A. To establish geographic areas for the purposes of the Chatham-Kent Coordinated Access System (CKCAS).
- B. To clearly state the purpose of the established geographic areas of the Chatham-Kent Coordinated Access System.

II. RESPONSIBILITY:

A. Service Manager:

- 1. The geographic areas of the Chatham-Kent service area are the following communities:

Blenheim	Bothwell	Dresden	Ridgetown
Chatham – SE	Chatham – SW	Chatham – NE	Chatham – NW
Thamesville	Tilbury	Wallaceburg	Wheatley

- i. Chatham – SE is defined as south of Thames River and east of Queen St., excluding Queen St. properties;
 - ii. Chatham – SW is defined as south of Thames River and west of Queen St., including Queen St. properties;
 - iii. Chatham – NE is defined as north of Thames River and east of St. Clair Ave.;
 - iv. Chatham – NW is defined as north of Thames River and west of St. Clair Ave.
- 2. A household applying to the CAWL may choose to apply for all housing projects in a geographic area by indicating such preference on the household application.
 - 3. If an applicant household has not indicated a preference for any one, or more housing projects, nor a geographic area, the applicant will be deemed to have a preference for all housing projects within Chatham-Kent (i.e., a preference for all geographic areas of Chatham-Kent.)
 - 4. An applicant household can have its preference for a housing project or geographic area removed upon request.

B. Housing Provider:

Inform or advise RGI assistance applicants of the option to indicate a preference for a geographic area of Chatham-Kent and/or specific housing projects.

III. PROCEDURE:**A. Service Manager:**

1. Inform and advise RGI assistance applicants of the established geographic areas for the purposes of the CKCAS, through the following means:
 - i. Coordinated Access Application Form (Form # SH-F1601);
 - ii. Coordinated Access Directory on the municipal website;
 - iii. Coordinated Access Brochure/pamphlet; and
 - iv. Municipal Web Site – for Chatham-Kent Housing Services
2. Ensure that RGI applicants understand how their indicated preference or lack of indicated preference, for a geographic area will be used in the eligibility assessment process and their placement on subsidiary waiting list(s).
3. Assess each RGI application on the basis of their indicated geographic preference (and/or housing project preference), or their lack of an indicated preference, whichever the case may be, in accordance with social housing policy SH-1605, RGI Application – Eligibility Determination.
4. Upon request, remove an applicant household's indicated preference for a geographic area and/or housing project. Documentation of the requested alteration to the application can include any one or more of the following:
 - i. Written request from the applicant household (whether original, email or fax);
 - ii. Applicant initialing and dating the change on the original application form on file;
 - iii. Or, documentation of the verbal request received, dated and initialed by Chatham-Kent Housing Services staff and added to the computerized CKCAS notes, and/or the manual file.

B. Housing Provider:

1. Make the Chatham-Kent Housing Directory available to all RGI assistance applicants.
2. Provide Coordinated Access application forms to advise RGI assistance applicants of the geographic areas, and/or explain to RGI assistance applicants re their option to select geographic area preferences and/or housing project preferences to be considered for. Or, alternatively, provide the CK Housing Services Application form (SH-F1601) to RGI assistance applicants and direct the applicant to Chatham-Kent Housing Services staff for information concerning the application process.

IV. NOTES:

None

V. MMAH GUIDE TO RGI ASSISTANCE:

Sections 6.2 and 6.3 apply.