



Municipality of Chatham-Kent

Social Housing Policies & Procedures

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Subject: Local Priority Rules	Policy No. SH-1617
Scope: All Social Housing Participants	Legal/Cross Reference: Housing Services Act, 2011 s.48 O. Reg. 367/11 s.47, 48 RGI Administration Agreement
Issued Date: November 17, 2015 Effective Date: January 1, 2016 Last Revised Date:	Approval: <u>Original signed by Director</u> Director, Housing Services
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I. PURPOSE:

- A. To establish local priority rules pursuant to S. 48 of the Housing Service Act (HSA) and O. Reg. 367/11, s.47 and s.48 respecting the priority to be given when ranking household applications for RGI assistance.
- B. To acknowledge the provincially mandated Special Priority household category.

II. RESPONSIBILITY:

A. Service Manager:

1. Special Priority household ranks higher than another household that is not a special priority household. Special Priority households are the first priority and are ranked solely by the date of application.
2. The second priority is the in-situ social housing market tenant eligible for RGI assistance and applying as an internal transfer (i.e., within the same housing provider's portfolio), whether a physical move is or is not required. Existing in-situ market tenants who have been at market rent for at least one year, shall have their application for RGI assistance ranked, within the In-Situ Market Rent category, according to the date of the Notice of Complete Application Received (Form SH-F1602). In the case of extenuating circumstances, the Service Manager will consider waiving the minimum one-year market tenancy requirement upon written request of the Housing Provider. Provision of RGI assistance to an in-situ market rent household is permitted if the household ranks highest on the subsidiary waiting list, meets the housing provider's target plan requirements and has the Service Manager's approval. [The addition of this category of Local Priorities is retroactive to October 30, 2002 per the Minutes of the October 30, 2002 Chatham-Kent Housing Advisory Group Meeting.]
Each housing provider is required to maintain their own in-situ market rent waiting. Priority ranking applies whether in-situ market rent household is tracked through the subsidiary waiting list or housing provider's own waiting list.
Every Housing Provider is required to notify Chatham-Kent Housing Services when RGI assistance is provided to an in-situ market rent household.
3. The third priority status is the Urgent category. Applicant households determined eligible for RGI assistance and in at least one of the following five situations shall be given a lower ranking than the special priority, or the in-situ social housing market categories and a higher ranking than all other RGI applicant households:

- i. There are personal safety issues of an extraordinary nature where a member or members of the household are at risk;
- ii. Serious medical, health and/or social needs which would result in severe hardship or personal risk to the applicant if s/he were required to wait a prolonged period of time to access housing;
- iii. Household is living in substandard housing that has been condemned by the municipality;
- iv. A family is separated due to lack of housing. This may include families whose children are in the care of child welfare authorities and will be returned if adequate housing is obtained;
- v. Person is ready to be released from hospital or other care facility, who cannot return to his/her former place of residence, or has no place to go.

In all cases where Chatham-Kent Housing Service staff have made the determination to assign an “urgent” priority status, or have determined to deny a request for urgent priority status (as defined within this policy), the circumstances of the household’s situation shall be well documented by said staff.

The ranking date, within the Urgent Priority category shall be the date of the Notice of Complete Application Received (Form # SH-F1602).

Where there is a change in circumstances, such that the applicant household is eligible for RGI assistance but no longer has an “urgent” priority circumstance, the urgent priority status shall be removed.

4. The fourth priority is regular or chronological applicants—all remaining applicant households, determined eligible for RGI assistance -- shall be ranked according to the date of receipt of their application.
5. CKHS public housing units, with the exception of 15 units (at Southcourt and Westcourt Villas in Wallaceburg), are targeted for RGI applicants. Hence, with the exception of those 15 units targeted as market, all other market rent applications for CKHS public housing shall receive the lowest ranking on the subsidiary waiting list(s) of Chatham-Kent housing projects. (i.e., the fifth priority). An offer of accommodation will only be made if there are no other applicants on the subsidiary waiting list for the specified location. The ranking date shall be according to the date of application. {Note: Form # SH-F1602 is not required for market rent applications.} CKHS staff does not maintain market rent application subsidiary wait lists for the other social housing providers.

Coordinated Access applications deemed ineligible for RGI assistance due to ability to pay market rent shall be forwarded directly to the indicated preferred housing provider. Each housing provider is responsible for maintaining their own market rent waiting list.

B. Housing Provider:

Select applicant households from the subsidiary waiting list for the housing project in accordance and compliance with provincial (i.e. special) priority rules and the local priorities established by this policy.

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

1. In the process of assessing Coordinated Access applications and making RGI eligibility determinations, a determination must be made re what priority category, if any, should be assigned. Refer to social housing policy CKHS-1605, RGI Application - Eligibility Determination. The five priority options include the following:
 - i. 1st Priority: Special
 - ii. 2nd Priority: In-situ Market (applying for internal transfer to RGI)
 - iii. 3rd Priority: Urgent
 - iv. 4th Priority: Chronological only
 - v. 5th Priority: Market Rent (for Chatham-Kent owned housing projects only)
2. Within each Priority Status category, the ranking date shall be the date of the Notice of Complete Application Received (Form #SH-F1602) where applicable, or the date of application where such Notice is not applicable.
3. If a household adds a preference for a housing project—after RGI eligibility was determined and the household had been added to Social Housing for the previously specified preferred housing projects or geographic areas—the household will be ranked on the subsidiary list(s) for each additional preference based upon the original date of the Notice of Complete Application.

B. Housing Provider:

1. Access to the up-to-date subsidiary list from CKCAS at the time of going through the process of filling vacancies. See Housing Services Policy SH-1619 Filling Vacancies/Record Keeping.
2. Select applicant households in accordance with the provincially and locally established priorities.
3. Maintain complete records of Outcome of Offers of accommodation, which also includes refusals of offers of internal transfers.

IV. NOTES:

SH-1619 Filling Vacancies/Record Keeping

V. MMAH GUIDE TO RGI ASSISTANCE:

Section 6 (pg. 64); 6.4.1, 6.4.2, 7.4 apply.