



Municipality of Chatham-Kent
Social Housing Policies & Procedures

Chatham-Kent Housing Services Division, 435 Grand Avenue West, P.O. Box 1296 Chatham, Ontario N7M 5R9
Tel: (519) 351-8573 Fax: (519) 351-6404 Email: ckhousingervices@chatham-kent.ca

Subject: Absence from a Rent-Geared-To-Income (RGI) Unit	Policy No. SH-1621
Scope: All Housing Providers	Legal/Cross Reference: O. Reg. 367/11 s.37 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
Previous Policy No.: SH-401 Original Issue Date: June 23, 2004 Last Revised: April 19, 2006	

I. PURPOSE:

To establish a consecutive 90-day local eligibility rule concerning household member absence from rent-geared-to-income (RGI) units, or a non-consecutive 120-day absence within a 12 month period local eligibility rule.

II. RESPONSIBILITY:

A. Service Manager

Ontario Regulation 367/11, S. 37 prescribes the authority of the service manager of establish a local eligibility rule around the maximum absence from a RGI unit for the household to continue to be eligible for RGI assistance: the maximum number of consecutive days absent must be at least 60 days and the maximum number of days in a year must be at least 90 days. Further it is prescribed that a member of the household who is absent for medical reasons is deemed to not be absent.

Chatham-Kent Housing Services prescribes the maximum consecutive days absence permitted is 90 days and the maximum number of days absent within a 12 month period is 120 days. This local rule does not apply to a member of the household who is absent for medical reasons.

B. Housing Provider

1. Pursuant to the RGI Administration Agreement, each Housing Provider is required to implement, observe and comply with all local eligibility rules established by the Service Manager, including the maximum absence period for the purpose pursuant to subsection 37 of Ontario Regulation 367/11, as amended.
2. Housing providers are responsible for ensuring that their existing by-laws, policies and/or procedures are replaced, or updated to be consistent with the local rule established by the Service Manager.
3. Housing Providers are responsible for communicating this local absence rule to their tenants or members.
4. Housing Providers are responsible for including this local absence rule in their respective leases and/or membership agreements effective January 1, 2016 onward.

III. PROCEDURE:

A. Service Manager

Chatham-Kent will monitor Housing providers’ performance and compliance with local housing policies and procedures, Housing Services Act 2011, Ontario Regulations, MMAH Guidelines and respective RGI Administration agreements through financial and operational reviews

B. Housing Provider

1. Housing providers with existing by-laws, policies, procedures, information packages, lease agreements and/or membership agreements, etc., that specify the length of allowed absence from a RGI unit will repeal, replace, and/or revise the items to be consistent with this policy.
2. Housing providers will ensure that all RGI households are informed of this policy in writing.
3. Housing providers will apply this policy at the time of Annual RGI Eligibility Reviews, Periodic RGI Eligibility Reviews, or upon receipt of information (e.g., Notice of Change) from in-situ RGI households, or confirmed third party information.
4. If the household is no longer eligible for RGI assistance, then the Housing provider must give the household ninety (90) days’ notice of the increase to market rent.
5. Verification - the following table provides examples of the types of verification documents that are acceptable in situations where a unit has been/will be vacant for longer than 90 consecutive days, OR more than 120 days within a 12 month period due to medical reasons.

If the unit will be vacant because a household member is...	Then verification should be in the form of...
required to be accommodated elsewhere because of medical reasons	a letter from the patient’s physician, living and licensed to practice in Ontario, verifying that their patient has a particular medical condition or disease, and <ol style="list-style-type: none"> a) the length of time for the treatment b) that the patient has to be accommodated elsewhere because of the treatment, and c) that after the treatment the person will be able to return to the unit to live independently with or without support services.

IV. NOTES:

1. CKHS-1608 RGI Review of Eligibility - Annual
2. CKHS-1609 RGI Review of Eligibility - Periodic

V. MMAH GUIDE TO RGI ASSISTANCE

Not applicable