



**TITLE:**

Housing Services Internal Policy, Social Services Department, Notification of change

**Policy NO.:**

SL 013

**Revisions:**

March 23<sup>rd</sup>, 2017

July 13<sup>th</sup>, 2017

**Effective Date:**

January 1<sup>st</sup>, 2015

**Applies to:**

The policy and procedures contained in this document apply to the following Housing Providers:

- Public Housing;
- Rent Supplement\*.

\*incl. former OCHAP/CSHP

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**1. Purpose of the policy**

The purpose of this document is to inform the United Counties of Prescott and Russell Housing Services of any changes relating to income, employment, family status, household composition, or any other requirements that need to be provided for the purposes of determining the household's eligibility or continued eligibility for rent-g geared-to-income (RGI) assistance.

**2. Definition**

A household receiving RGI assistance shall, within thirty (30) business days after each change in a document or information that the household has provided to the Service Manager (SM), give the SM a written notice setting out the change.

**3. Action to be taken**

1. Written notice must be submitted to the Housing Services within thirty (30) days of the change.
2. If the notice relates to increase or decrease of income, the rent will be adjusted accordingly.
  - In the case of a decreased income, the rent will be adjusted the 1<sup>st</sup> day of the month following the change.
  - In the case of an increase in income, the rent will be corrected the 1<sup>st</sup> day of the second month following the change.
3. If the notice relates to employment, a document with the new information is required to be updated immediately following the change.
4. If the notice relates to family composition resulting in an increase or decrease of household members, a review of the unit size will be undertaken as per policy LS 004.

**Failure to provide such documents within the time frame indicated (30 days) will result in having the rent increased to the maximum amount.**

**4. Conclusion**

This policy becomes effective immediately.

Failure to comply with this policy is a violation of the *Housing Services Act, 2011* and is subject to penalties under this *Act*.

**5. Legislation**

- *Housing Services Act, 2011, s. 42*
- *O. Reg. 367/11, s. 28*

**6. Questions**

If you have questions about this document, please contact your Housing Services Manager at the United Counties of Prescott and Russell.

**APPROVED BY:** Original copy signed by Sylvie Millette

**DATE:** \_\_\_\_\_