



Municipality of Chatham-Kent
Social Housing Policies & Procedures

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Subject: RGI Application – Notice of Decision	Policy No. SH-1606
Scope: Chatham-Kent Housing Services	Legal/Cross Reference: Housing Services Act, 2011, s 53 O. Reg. 367/11 s.61 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-0206 Original Issue Date: May 29, 2002 Last Revised: May 1, 2008	

I. PURPOSE:

To establish the content and format of the Notice of Decision respecting an application for RGI assistance, including any application for **special priority** status.

II. RESPONSIBILITY:

A. Service Manager

1. Chatham-Kent Housing Services must give members of a RGI assistance applicant household, including applications for *special priority* status, a written Notice of Decision that indicates the following:
 - i. Eligibility for RGI assistance
 - ii. Type of accommodation (e.g., single, family, senior, and unit size)
 - iii. Waiting lists for units (CAWL and any specific subsidiary lists)
 - iv. Amount of geared-to-income rent (for specific project)
2. The Notice of Decision must also include the following information:
 - i. Date of the decision
 - ii. Notice of Right to Appeal Decision related to RGI eligibility, type of accommodation eligible for, and the amount of geared-to-income rent payable by the household. **See SH-1620, Request for Internal Review (Right to Appeal).**
3. Housing Services must give the affected housing provider(s) notification of the Decision made related to applicants eligible for their projects and/or portfolio.

B. Housing Provider

1. Access the current, up to date subsidiary waiting list via remote computerized link with the Chatham-Kent Coordinated Access System (CKCAS), upon notification of a vacant unit eligible for RGI assistance.

III. PROCEDURE:

A. Service Manager:

1. Within seven (7) business days of making a determination that an applicant household, including any *special priority* status applicant, is eligible for RGI assistance, CKHS shall issue a Notice of Decision (Form # SH-F1605), that includes information specified (above) in this policy.

2. A decision regarding the application for rent-geared-to-income assistance or *special priority* housing will be given to the individual who made the request but not to all members of the household. If a request is made to be included in the *special priority* household category on the waiting list for internal transfers, both the notice of the decision relating to the request and the notice of the decision relating to the application will be given to, (a) the individual who made the request but not to all members of the household; and (b) the housing provider.
3. A Notice of Right to Appeal Decision (Form SH-F1608) shall also be provided to each applicant household where the Decision made is adverse to what the applicant had applied for, related to any of the following areas:
 - i. RGI eligibility
 - ii. type of accommodation
 - iii. amount of geared-to-income rent payable by the household.

See, SH-1620, Request for Internal Review (Right to Appeal)
4. CKHS provides each participating Housing Provider direct access to their complete up to date subsidiary list via remote computerized link with the CKCAS. See, SH-1619, Filling Vacancies/Record Keeping.

B. Housing Provider:

1. Access the current subsidiary list via remote computerized link with CKCAS upon notification of a vacant unit eligible for RGI assistance.
2. Contact the CKHS if unable to access the subsidiary list from CKCAS due to technical difficulties. If required, the subsidiary list may be provided by mail, e-mail or fax.

IV. NOTES:

1. SH-1619 Filling Vacancies/Record Keeping
2. SH-1620 Requests for Internal Reviews

V. MMAH GUIDE TO RGI ASSISTANCE:

Section 11, particularly 11.3 and 11.4, apply.