

Policies and Procedures

Subject: Rent Geared-to-Income (RGI) Annual & Biennial Reviews

Date: January 6, 2022

Replaces: March 29, 2016

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

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| <input checked="" type="checkbox"/> Municipal & Private Non-Profit | <input type="checkbox"/> Federal Subsidies |
| <input checked="" type="checkbox"/> Co-operatives | <input checked="" type="checkbox"/> Rent Supplement*
*incl. former OCHAP/CSHP |
| <input type="checkbox"/> Centralized Waiting List (CWL) | <input checked="" type="checkbox"/> Internally Funded/ROP Administered |

Content This document contains the following information:

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Legislation *Housing Services Act, 2011(HSA)* , [Ontario Regulation 367/11 s.59](#)
Housing Service Act, 2011 (HSA) [Ontario Regulation 316/19 s.10.](#)

Purpose This document outlines the timing of annual and biennial rent geared-to-income reviews.

Policy Household annual reviews must be completed once every 12-months after a household begins to receive rent-geared-to-income assistance (RGI).

Housing Providers now have the option to complete a biennial review (every other year) for senior households with no dependents.

Eligible households must be in receipt of payments under the Old Age Security Act (Canada), or the Ontario Guaranteed Annual Income Act and are unemployed.

During the annual and biennial review process, a household must provide their Housing Provider with their most recent Notice of Assessment, T1 General and any other requested documents, within 30 days. Please see Income and Asset Verification HIP policy for a list of documents.

Note: If there are any changes outside of the annual review, households are required to report them to their Housing Provider within 30 days of the change.

Review of Continued Eligibility: Extensions The time-period for completing the annual review can be extended at the discretion of the Housing Provider should extenuating circumstances exist. For further information regarding reporting changing please see the Time Period to Notify of Changes HIP policy.

Cessation of Eligibility Based on the findings of the annual review, if the household ceases to be eligible for RGI assistance, [O. Reg. 367/11 s.23-32 and 36-38\(1\)](#) then the Housing Provider will issue a 90 day notice.

Failure of any household member to file their tax return will result in the loss of eligibility for RGI.

The household must be notified in writing of their right to a Service Manager Appeal.

Duty to Accommodate Under the [Ontario Human Rights Code](#), Housing Providers have a “duty to accommodate” persons with disabilities. The accommodation may be different depending on the household.

Cross Reference The following documents are related to this policy:

- Region of Peel Service Manager Appeal
- Time Period to Notify of Changes
- Income and Asset Verification

Questions

If you have any questions pertaining to this document, please contact your Housing Specialist at the Region of Peel