
information received and prevent the Housing Provider from making a decision that would negatively affect the households RGI eligibility or tenancy.

Incriminating information received from a 3rd party may pertain to:

- household composition (unreported/unauthorized occupants)
- income (unreported employment or additional income)
- assets (unreported investments or properties)
- any information or activities that may breach provisions contained in the tenancy agreement between the household and the Housing Provider
- illegal activities

NOTE: Unreported information may not necessarily indicate that the household intended to withhold the information or breach their agreement. As per the [HSA - O. Reg. 367/11 General, s. 28](#), households have 30 days to notify their Housing Provider of changes in information, circumstances or documents. The time period may be extended for extenuating circumstances. For further information please review the [Time Period to Notify Changes in Information or Documents](#) HIP policy.

Procedure

The following procedure contains the basic steps involved in the 30-day opportunity to comment process:

NOTE: The Housing Provider cannot remove a subsidy solely based on the household not responding to the [Opportunity to Comment notice](#). However, the household can be deemed ineligible for subsidy based on the information that triggered the opportunity to comment.

Step 1

Notice of Opportunity to Comment Given

The housing provider obtains information and based on this information, forms a "proposed decision" that is adverse to the household member. The housing provider gives the member a Notice of Opportunity to Comment to allow them to give their comments on the matter.



Step 2

Household Member May Provide Comments

The household member may comment by providing written or signed comments to the housing provider within the time period indicated in the Notice of Opportunity to Comment.



Step 3

Housing Provider Makes a Decision

Once written comments are received, or if no comments are received by the deadline, the housing provider will make a decision based on the information received and send the household member a Notice of Decision.



Step 4

Service Manager Appeal May be Requested

The household member may ask for a review of the housing provider's decision through the Service Manager Appeal process. The Service Manager Appeal decision is final and cannot be appealed.

Please see Service Manager Appeal HIP policy for additional information regarding what is or is not an appealable decision.

Questions

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