

| Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL | |
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| Section: I. Social Housing | Effective Date: March 1, 2013 |
| Topic: I.4. Tenant Policies | Replaces: NEW |
| Subject: 4.11. Notification of Change | |
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POLICY

Tenants who qualify for Rent-Geared-to-Income (RGI) subsidy are required to notify the Housing Provider/Service Manager of any changes that may affect their subsidy, or eligibility for subsidy.

PROCEDURE

Tenants who are receiving subsidy have 30 days to report a change in income or household composition. Failure to do so may result in loss of subsidy to the household.

Service Managers can use discretion to make this determination, and decide if additional time should be granted on a case-by-case basis.

When notification is received from a household advising of a change to the income/assets or household composition, the household shall be sent a change package. All changes are to be supported with the appropriate documentation.

Once the documentation is received the RGI rent, if applicable, shall be recalculated to ensure that over/under subsidy is not being paid or received by the household.

If the change is related to household composition, the change shall be reviewed to determine how such change will affect the household's current unit size in relation to the Service Manager's occupancy standards. If a change is recognized, then the household may be added to the centralized waiting list for a more appropriately sized unit. (See Policy 3.1)