

MUNICIPALITY OF CHATHAM-KENT
SOCIAL HOUSING POLICIES & PROCEDURES

Subject:	RGI Calculation – Fluctuating Income: Seasonal Employment and/or Self-Employment	POLICY NO.	SH-0210(B)
Scope:	All Housing Providers		
			Legal/Cross Reference: ss 69(2), SHRA; ss 50(13) O. Reg. 298/01; Part V Provider Agrmt s. 7.01 and 7.02
Issued Date:	April 23, 2003	Approval:	_____
Effective Date:	June 1, 2003		Director, Social Housing
Last Revised:	April 19, 2006		

PURPOSE:

To clearly establish the policy and procedure for Housing Providers calculating geared-to-income rent payables for households with fluctuating adjusted family income derived from employment (Not applicable for income derived from seasonal employment or self-employment – Refer to SH-0210(B)).

I. RESPONSIBILITY:

A Service Manager:

1. Pursuant to section 7.01 of the Part V Provider Agreement between Chatham-Kent and various housing providers, Chatham-Kent has delegated responsibility for the calculation of geared-to-income rent payables to each housing provider for their respective RGI units/households in receipt of RGI assistance.
2. More particularly, pursuant to section 7.02 of the Part V Provider Agreement, Chatham-Kent has delegated responsibility for the calculation of geared-to-income rent payables for RGI units/households with fluctuating adjusted family incomes to each housing provider for their respective RGI units/households in receipt of RGI assistance.
3. Pursuant to subsections 50(13) and 50(14) of O. Reg. 298/01, wherein a RGI unit/household has fluctuating adjusted family income, an average adjusted family income may be used to determine the geared-to-income monthly rent payable, averaged over the period specified by the service manager. This policy does not apply if any part of the income is from Ontario Works or Ontario Disability Support Program.
4. The application of this policy shall be limited to RGI units/households with employment income other than seasonal employment and/or are self-employed.

5. Adjusted family income averaging shall be calculated on a monthly average based upon the prior year's annual income tax return. See social housing policy SH-0202, RGI Application – Income & Asset Verification for information re: documentation requirements.
6. At the time of an annual review of RGI eligibility, adjustments will be made to correct any under/overpayment of RGI assistance, in accordance with social housing policies SH-0208, SH-0212 and SH-0213.

B Housing Provider:

Pursuant to section 7.02 of the Part V Provider Agreement with Chatham-Kent, each housing provider is responsible for making a determination as to whether this policy is applicable to any of its RGI units/households, and if so, applying the policy with respect to calculating monthly geared-to-income rent payable.

III. PROCEDURE:

A Service Manager:

Chatham-Kent Social Housing will monitor housing provider performance and compliance with local housing policies and procedures, MMAH Guidelines, and the Part V provider Agreement through the financial review processes and at the time of operational reviews.

B Housing Provider:

1. Pursuant to section 7.02 of the Part V Provider Agreement with Chatham-Kent, each housing provider will make a determination as to whether this policy is applicable to a RGI unit/household at the time of being housed; and/or at the time of a periodic review RGI eligibility initiated by a change of income; and/or asset information, and/or at the time of an annual review of RGI eligibility.
2. Upon making a determination that the RGI unit/household qualifies to have their adjusted family income averaged for the purposes of calculating their monthly geared-to-income rent payable as set out in this policy, said rent is to be calculated based upon prior year's annual income tax return. Income and Asset verification shall be in accordance with social housing policy SH-0202, RGI Application – Income & Asset verification.
3. At the time of an annual review of RGI eligibility, adjustments will be made to correct for any under/overpayment of RGI assistance, in accordance with social housing policies SH-0208, SH-0212 and SH-0213.

IV. NOTES:

1. SH-0202 RGI Application – Income & Asset Verification
2. SH-0208 RGI Review of Eligibility – Annual
3. SH-0209 RGI Review of Eligibility – Periodic
4. SH-0210(A) RGI Calculation – Fluctuating Income – not seasonal and/or self-employment
5. SH-0212 RGI Adjustment for Underpayment
6. SH-0213 RGI Overpayment Collection

V. MMAH GUIDE TO RGI ASSISTANCE: Section 8.8.11 applies