

MUNICIPALITY OF CHATHAM-KENT  
**SOCIAL HOUSING POLICIES & PROCEDURES**

<b>Subject:</b> Cascading Age Policy	<b>POLICY NO. SH-0602</b>
<b>Scope:</b> All Social Housing Participants	
	<b>Legal/Cross Reference: SHRA 93(2)(d), O. Reg. 339/01 s. 14, 18 and operating agreements for former unilateral federal programs.</b>
<b>Issued Date:</b> August 31, 2006 <b>Effective Date:</b> October 1, 2006 <b>Last revised:</b>	<b>Approval:</b> _____ Director, Social Housing

**I. PURPOSE:**

To meet the needs of housing providers with a seniors population mandate and to prevent vacancy loss in provider’s operations. By applying a cascading age option, it allows a certain level of flexibility in selection of applicants. As a result, housing providers will minimize vacancy losses in absence of eligible applicants 65 years old and over. It will also ensure that social housing rental units do not sit vacant while people in need of housing continue to wait for an available unit. Meanwhile, the senior population is being respected.

**II. RESPONSIBILITY:**

**A Service Manager:**

1. It is the responsibility of the service manager to accept/process applications for clients 65 years and older and manage the Coordinated Access Waiting List (CAWL) and/or subsidiary lists. Following the policies and procedures contained within the Chatham-Kent Social Housing Policy Manual , together with the Ministry of Municipal Affairs and Housing (MMAH) *Guide for Rent-Geared-To-Income Assistance* (known and referred to as MMAH “Release 16”), CKSH staff shall determine whether the senior is eligible for RGI assistance based upon the *complete application* and the market rent information on file for each participant housing provider.
2. If the housing provider is unable to fill a vacant unit the service manager will provide supplementary subsidiary waiting lists by cascading age categories 60-65 and 55-60 and 50-55 upon providers’ requests.

**B Housing Provider:**

1. It is the responsibility of the housing provider to request supplementary subsidiary lists from the service manager if the provider is unable to fill a vacant unit with a client who is 65 years or older.

### **III. PROCEDURE:**

#### **A Service Manager:**

1. The service manager will receive and manage applications to the CAWL. Applicants who are assessed and eligible will be added to the list(s). Applicants who are 65 and older will be placed on the waiting lists for units that are under a mandate to house seniors according to their housing selections.
2. The service manager will also create and maintain supplementary subsidiary lists of applicants interested in 'senior' units who are in the age categories of 60-65, 55-60 and 50-55.
3. Upon request of the housing provider, the service manager will provide the supplementary subsidiary lists to the housing provider.

#### **B Housing Provider:**

1. The housing provider will continue to select applicants according to their policies and procedures regarding housing seniors who are 65 and older. If the provider is unable to fill vacancies due to a lack of eligible senior applications, the provider can request a supplementary subsidiary list from CKSH.
2. The first supplementary subsidiary list will be those applicants who are between the ages of 60 and 65, and who have selected the senior designated location where the vacancy exists.
3. If still unable to fill the vacancies, the provider will request the second supplementary subsidiary list to include applicants who are between the ages of 55 and 60, and who have also agreed to have their names submitted for units under the cascading age policy.
4. If still unable to fill the vacancies, the provider will request the second supplementary subsidiary list to include applicants who are between the ages of 50 and 55, and who have also agreed to have their names submitted for units under the cascading age policy.

### **IV. NOTES:**

1. SH-0205 RGI Application – Eligibility Determination
2. SH-0206 RGI Application – Notice of Decision
3. SH-0217 Local Priority Rules
4. SH-0219 Filling Vacancies/ Record Keeping

### **V. MMAH GUIDE TO RGI ASSISTANCE: Sections 4 and 6 apply.**