

MUNICIPALITY OF CHATHAM-KENT
SOCIAL HOUSING POLICIES & PROCEDURES

Subject: RGI Application – Pursuit of Other Income	POLICY NO. SH-0204
Scope: Chatham-Kent Social Housing	
	Legal/Cross Reference: O.Reg 298/01, ss 12(5), (6) and (7); Part V Provider Agrmt, ss 3.01 – 3.07 inclusive and 7.03 – 7.08 inclusive
Issued Date: May 29, 2002 Effective Date: July 1, 2002 Last Revised: April 19, 2006	Approval: _____ Director, Social Housing

I. PURPOSE:

- A** Until August 28, 2004 (i.e., pre-Ontario Regulation 220/04), the requirement to pursue other income was part of the RGI Application Eligibility criteria. Chatham-Kent Social Housing supports the request of our social housing providers asking that we continue to encourage RGI applicants to commence the process of pursuing other types while waiting for an acceptable offer of housing.
- B** To encourage RGI assistance applicants to pursue *other types of income* in recognition of the requirement for RGI tenants to pursue other types of income once housed.

II. RESPONSIBILITY:

A Service Manager:

1. Form an opinion as to whether a member of the RGI assistance applicant household may be eligible to receive *another type of income*, as defined in O. Reg. 298/01, ss 12(6).
2. Advise the household applicant, in accordance with O. Reg. 298/01, ss 12(5) and subject to, ss 12(7).
3. Provide contact information for pursuit of other income
4. Advise of potential determination, by housing provider, of ineligibility for RGI assistance that either does not respond within the time period allowed, or that fails to show reasonable effort in terms of pursuing the *other type of income*.

B Housing Provider:

Not applicable for initial RGI assistance application procedure.

III. PROCEDURE:

A Service Manager:

1. Based on the information and documentation provided on and with the completed application form for RGI assistance, and/or during or as a result of an interview of the RGI assistance applicant, Chatham-Kent Housing staff shall form an opinion as to whether a member of the applicant household may be eligible to receive an *other type of income*. *Types of other income* are defined in O.Reg. 298/01, ss 7(4) as:
 - i. Ontario Works basic financial assistance;
 - ii. Support payments under the *Divorce Act (Canada)*, *Family Law Act*, or the *Reciprocal Enforcement of Support Orders Act*.
 - iii. Employment Insurance (EI) benefits.
 - iv. Any senior pension or other benefit (not including pension or other benefit available to individuals prior to the month date of their 65th birthday) from the Government of Ontario or the Government of Canada
 - v. Support or maintenance payments under the *Immigration Act (Canada)*
2. If it is believed that the applicant may be eligible for one, or more of the *other types of income*, written notification (Form # SH-04) shall be given to the applicant household,
 - i. Stating the *type of other income* that the member may be eligible to receive;
 - ii. Requesting the member to apply for that income and to make reasonable efforts to obtain a decision on the application and receiving that income;
 - iii. Provide contact information relevant to the type of income recommended to be pursued;
 - iv. Advise of documentation required to verify that either application for that income type has been made, or that reasonable efforts to pursue that income have been made; and
 - v. Clearly indicate that this Notice is provided as a courtesy and it will not affect the outcome of the RGI Application Eligibility Assessment. Attach or link a copy of the Notice to the RGI applicant's electronic application file, for housing provider access.
3. If it is believed that the applicant may be eligible for "support payments" and
 - i. applicant advises that there are no support provisions in place:
 - Refer the applicant to duty counsel. Duty counsel information can be obtained through Legal Aid Ontario, 146 Queen Street, Chatham, phone: 352-1631 or through the Ontario Court of Justice in Chatham at 352-7740.
 - Advise the applicant that s/he may wish to use the Lawyer referral service at 1-416-947-3330, or contact a lawyer recommended by friends or family.
 - OR,**
 - ii. the applicant advises that there already are support provisions, i.e., a support agreement or court order in place that is not being honoured by the payor:
 - Refer the applicant to the Family Responsibility Office at 1-800-267-4330;
 - Refer the applicant to Duty Counsel (see above contact information)
 - Advise the applicant that s/he may wish use the Lawyer referral service (see above), or contact a lawyer recommended by friends or family.
 - iii. Verification of the amount of support being received shall be in accordance with CKSH policy SH-0202.
 - iv. Verification of the reasonable pursuit of support payments shall include at least one of the following, normally within a maximum of 3 weeks of date of Notice issued pursuant to step no. 2 above:
 - Copies of the court documents, showing court dates;
 - Letter from lawyer, or phone call from lawyer confirming efforts being made; or
 - Verification of legal aid appointment; or
 - For Ontario Works financial assistance recipients, confirmation can be provided by the Ontario Works caseworker.

B Housing Provider:

Not applicable for initial RGI assistance application procedure. However, housing provider may wish to access a copy of the CK Social Housing notice for confirmation of what information has been provided to the affected household applicant.

IV. NOTES:

Also, See:

1. SH-0201 RGI Application – Required Documentation
2. SH-0202 RGI Application – Income & Asset Verification
3. SH-0203 RGI Application – Complete/Incomplete Notification, particularly Part IV Notes
4. SH-0503 RGI Eligibility Review – Pursuit of Other Income

Contact Information related to Other Income Types:

[..\Web, Current\WIP Links\Other Income Contact List.pdf](#)

List of Resources related to Support Payments:

[..\Web, Current\WIP Links\Resources Support.pdf](#)

Social Assistance and Pension Rate Table: **refer to appropriate quarterly CK Directives**

V. MMAH GUIDE TO RGI ASSISTANCE: Not yet updated to reflect changes re O. Reg. 220/04.