

City Guideline – 2017-2: RGI Administration Manual Re-Issue Chapter 3

Date issued	Effective date
July 1, 2017	Immediately

Applicability to Social Housing programs

The City Guideline is applicable to the programs for which there is an "X" in the table below.

Applicability	Program
X	Housing Services Act, Part VII Housing Projects, Market and Rent-Geared-to-Income , Section 78 Housing Providers (formerly 110)
X	Housing Services Act, Part VII Housing Projects, 100% Rent-Geared-to-Income , Section 78 Housing Providers (formerly 110)
	Federal Non-Profit Housing, Section 26/27
	Federal Non-Profit Housing, Section 95
X	Rent Supplement Programs for Sections 26, 27, 95 and New Affordable Housing Providers
	Toronto Community Housing Corporation

If your program is not checked in the Applicability column, this City Guideline does **not** apply.

About City Guidelines

Under the authority of the Housing Services Act, the City of Toronto, Shelter, Support and Housing Administration (SSHA) Division City Guidelines and Rent-Geared-to-Income (RGI) Manual are the authority for housing administration and RGI administration for social housing providers in the City of Toronto.

City Guidelines are the City of Toronto's mandatory policies and procedures that social housing providers must follow. City Guidelines are most often issued when a Local

Rule is established by the City of Toronto, the Rent-Geared-to-Income (RGI) manual is updated, or other relevant legislative changes or operational requirements occur. City Guidelines which impact RGI have been incorporated into the RGI Manual.

Please see www.toronto.ca/socialhousing for more information.

Background

City Guideline 2014-1 established the online RGI Administration Manual as the authority for RGI administration in the City of Toronto. Housing Stability Services is re-issuing Chapter 3.

Chapter 3

The following additions have been made the RGI Manual:

1. Fraud

If a housing provider suspects that an RGI household is committing RGI-related fraud, they should immediately report this to their Housing Consultant, including the reasons for this suspicion and any documentation they have collected.

If warranted, the Housing Consultant will follow up and provide the housing provider with direction on any further actions required.

Actions required

Social housing provider RGI administrators (SHPs) must take the following actions:

1. RGI Administrators must comply with the online RGI Administration Manual when administering the RGI Program.

Questions

If you have any questions, please contact your Housing Consultant or the Housing Stability Services:

Housing Stability Services
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Original signed

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