

# CITY GUIDELINE

**Number:** 2016-1

**Date Issued:** January 1, 2016

**Effective Date:** immediately

The policies and procedures in this City Guideline must be implemented under the following programs:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> HSA*, Part VII Housing Projects, Market and RGI** | <input checked="" type="checkbox"/> Rent Supplement Programs      |
| <input checked="" type="checkbox"/> HSA, Part VII Housing Projects, 100% RGI          | <input type="checkbox"/> Federal Non-Profit Housing Section 26/27 |
| <input checked="" type="checkbox"/> Toronto Community Housing Corporation             | <input type="checkbox"/> Federal Non-Profit Housing Section 95    |

**Please note:** If your program is not checked, this City Guideline does not apply to your project.

*\* Housing Services Act \*\*Rent-Geared-to-Income*

**Subject:** RGI Administration Manual Re-Issue Chapters 6, 7 & 10

## Background:

City Guideline 2014-1 established the online RGI Administration Manual as the authority for RGI administration in the City of Toronto.

The Social Housing Unit is re-issuing Chapters 6, 7 and 10 with the following changes:

### Chapter 6

The Ontario Disability Support Program (ODSP) Basic Needs Allowances increased, effective October 1, 2015. Use this chart when a household has income from Canada Pension Plan - Disabled and ODSP. See page 17.

### Chapter 7

The Social Housing Unit has assumed responsibility for handling all requests to review an RGI administrator decision about loss of eligibility for RGI assistance. The Request

for Review form has been modified. Households must send requests for review to the Social Housing Unit.

## Chapter 10

Appendix 5 Notice of Decision, Loss of Eligibility for RGI Assistance has been modified. For households that did not divest leased or owned residential property, there is no requirement to contact the household before issuing the Notice.

Appendix 5 Request for Review form has been modified to include Toronto Community Housing.

### **Action Required:**

1. RGI Administrators must comply with the online [RGI Administration Manual](#) when administering the RGI Program.

If you have any questions or concerns, please contact your Social Housing Consultant.

### **Original signed**

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