

CITY GUIDELINE

Number: 2003-12

Date Issued: August 30, 2003

Last City Guideline Received:

Subject: Income of Full-time Students Living with their Parents

Effective Date: Immediately

Applicable to:

The policies and procedures in this City Guideline are mandatory and are to be implemented by all housing providers with Rent-Geared-to-Income (RGI) units subject to Part V of the Social Housing Reform Act. This includes RGI units in Rent Supplement Programs.

Background:

SHRA regulation 298 allows service managers to determine what documents and information must be submitted for income verification.

The income of a household member who is a child of the household and who is a full-time student as defined in Regulation 298, is not included when calculating that household's RGI rent.

The household member's status as a full time student must be verified annually. If the student's status changes, the household must notify the housing provider within 30 days of the change. The household member's status would change if

- ✓ they are no longer a full-time student, or
- ✓ they become a parent or a spouse.

Once the household has provided information to verify student status, then verification of the student's income is not required.

Action Required:

1. Once a child of the household has provided verification of full-time student status, social housing providers should not ask for income verification.

Helpful Hint:

- ✓ Income earned by a full-time student between study periods, is not included when calculating that household's RGI rent.

For more information, or if you have questions or concerns, please contact your Social Housing Consultant.

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