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## Policies and Procedures

**Subject:** Income Limits – Centralized Waiting List

**Date:** February 1, 2024

**Replaces:** July 1, 2023

**Applicable to** The policy and procedures contained in this document apply to the following:

- |                                                         |                                                                       |
|---------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Co-operatives                  | <input checked="" type="checkbox"/> Centralized Waiting List (CWL)    |
| <input type="checkbox"/> Federal Subsidies              | <input type="checkbox"/> Rent Supplement*<br>*incl. former OCHAP/CSHP |
| <input type="checkbox"/> Municipal & Private Non-Profit |                                                                       |

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**Content** This document contains the following:

<u>Legislation</u>
<u>Policy</u>
Implementation and Income Limits
Notifying Applicants
<u>Questions</u>

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**Legislation** [Housing Services Act \(HSA\), 2011](#)

[Ontario Regulation 367/11, s. 32.4](#)

[Ontario Regulation 370/11](#)

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**Policy** The purpose of this document is to establish income limits for applicants on the centralized waiting list effective July 1, 2024.

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**Implementation and Income Limits**

Centralized Waiting List (CWL) staff will be required to cross-reference all applicant's income with the annually posted Household Income Limits (HIL's) in order to establish eligibility for the waitlist.

This eligibility requirement must be checked when an applicant is applying for RGI assistance and waiting for RGI assistance (once every 24 months as required by Ontario Regulation 367/11 46 (6)).

As these limits change annually, please reference the Region of Peel, [Housing in Peel \(HIP\) policy](#) website and/or [Ontario Regulation 370/11](#) for the current HIL's.

The 2024 income limits are set based on the bedroom size you are applying/ qualify for:

- Bachelor Unit - \$53,500
- 1-bedroom Unit - \$62,500
- 2-bedroom Unit - \$71,500
- 3-bedroom Unit - \$79,000
- 4+ bedrooms Unit - \$82,500

**Important:** Staff will only need to assess current waitlist applicants during their next regularly scheduled eligibility review. All new applicants must be informed, and income limits reviewed for eligibility as of July 1, 2023.

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**Verification Documents**

Staff will need to request supporting documentation from applicants to confirm income. Examples of appropriate documentation:

- Notice of Assessment
- T1 General/ Income Statement
- Letter from Employer
- Social Assistance Statement
- Statement of Business Activities (self-employment)

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**Notifying Applicants**

Upon review, applicants who are deemed ineligible due to their income will receive a Cessation of Eligibility notice from Client Services outlining that the income reported is above the allowable income limit.

The decision is eligible for a [Service Manager Appeal](#) therefore this information must be included within the notice.

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**Questions**

If you have any questions, please call 905-453-1300.

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