

## Policies and Procedures

**Subject:** In Year Review

**Date:** February 15, 2024

**Replaces:** July 1, 2021

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

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

**Content** This document contains the following information:

Legislation
Purpose
Policy
Request for an in-year review
Changes to household's rent-geared-to income
Questions
Cross references

**Legislation** *Housing Services Act, 2011 (HSA), [Ontario Regulation 316/19 s.11](#)*

**Purpose** The HSA states that the Service Manager has discretion to implement local rules pertaining to in-year reviews.

**Policy** An in-year review will be completed under the following circumstances and will determine whether the rent-geared-to-income of a household should be adjusted.

1. The average family net income (AFNI) has decreased by 20% or more (please note this can only be requested **once** by a household in between annual reviews)
2. There has been a permanent change in household composition
3. A household member's Notice of Assessment (NOA) has been reassessed by the Canada Revenue Agency (CRA)
4. During the annual review, the Housing Provider issued a Pursuit of Income notice to a member(s) within the household as per the Region's Pursuit of Income Policy.

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**Request for an In-year Review**

It is the household's responsibility to notify their Housing Provider of any change(s) listed above within 30 days. Households must report these changes in writing and provide verification. Failure to do so may result in the household being deemed ineligible for RGI.

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**Rent Increase Less \$10.00**

Under its authority as Service Manager the Region of Peel has decided to use its discretion and not implement an increase in RGI rent, during an in-year review, if it results in less than \$10.00

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**Changes to Household - Rent-Geared-to Income**

If the household has reported the changes to their Housing Provider within 30 days, any change noted above will take effect on the 1<sup>st</sup> day of the month following the date of change.

Housing Providers must issue a Notice of Decision that informs the household that they have the right to request a [Region of Peel Service Manager Appeal](#) and how to do so.

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**Cross Reference Questions**

The following policies are related to this document:

- Time Period to Notify of Changes
  - Pursuit of Income
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**Questions:**

If you have any questions pertaining to this document, please contact your Housing Specialist at the Region of Peel.

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**Human Services**

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