

Subject: Service Level Agreements and Rent Supplement (formerly OCHAP) Reporting Requirements

Date: November 15, 2021

Replaces: January 17, 2011

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

- | | |
|---|---|
| <input type="checkbox"/> Municipal & Private Non-Profit | <input checked="" type="checkbox"/> Federal Subsidies |
| <input type="checkbox"/> Co-operatives | <input checked="" type="checkbox"/> Rent Supplement*
<small>*incl. former OCHAP/CSHP</small> |
| <input type="checkbox"/> Peel Access to Housing (PATH) | |

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Purpose This document informs housing providers under the Rent Supplement Program (former OCHAP) and Service Level agreements that they are required to use:

- The Region of Peel's centralized wait list (CWL) to select tenants

- for vacant RGI units, and
- new Forms A and B (includes an explanation on how to complete the forms).

Who does this document apply to?

This document applies only to the following housing providers:

- Grace Court
- Living Waters
- Westminster Court
- Wavel Villa (Clarkson)
- Heritage (Kennedy Road Tabernacle)
- Peel Living (Knightsbridge)

Requirement to use the centralized waiting list

Housing Providers are required to fill all of the Service Level Units as they become vacant with applicants on Region of Peel's Centralized Wait List, as per the Service Agreement and/or Service Level Agreement.

Requirement to use Forms A & B

You are required to submit Forms A and B annually at your fiscal year end in order to request your annual housing supplement and administration fees.

Both forms have automated calculations.

Please select the template:

- up to 30 units or
- 30 units or more and enter data in shaded areas only

When do I begin using the new forms?

Please use the new Forms A and B to submit your annual housing supplement and administration fee requests at your next fiscal year end.

Determining the amount to Claim for a vacant unit

The table below shows you how to determine the amount that can be claimed for a vacant unit.

If the household provided ...	Then the Service Manager will pay maximum of...
less than one month's notice to vacate	<ul style="list-style-type: none"> one month's market rent/occupancy charge for the first month after the vacancy occurred; and

	<ul style="list-style-type: none"> • 100% of the market rent/occupancy charge for the second month after the vacancy occurred – if the unit is still vacant. <p>Example A household vacates the unit in January without giving notice. The Service Manager will pay the full market rent/occupancy charge for February and the full market rent/occupancy charge for March if the unit is still vacant.</p>
<p>at least one month’s notice to vacate or by reason of eviction</p>	<p>100% of the market rent/occupancy charge for the first month after vacancy occurred.</p> <p>Example A household is evicted from the unit in January (or vacates the unit with at least one month’s notice). The Service Manager will pay the full market rent/occupancy charge for February.</p>

Completing Form A

Use *Form A – Annual Housing Supplement and Administration Fee Request* to show the amount of housing supplement you received and the actual amount you required.

Completing Form B

Use *Form B – Rent Supplement Program Annual Reporting Actual Unit & Occupancy Data* to report your actual unit and occupancy data and to claim vacancy loss for the fiscal year. The calculations in Form B are automated.

Please ensure that column “D, did the occupant move in during this reporting period?” is answered correctly with a yes or no. Responding ‘Yes’ will initiate the procedure for requesting vacancy loss for the unit.

Please only enter data in shaded areas only.

Each row captures one unit paying the same monthly rent portion. Amounts are to be entered in two places after decimal as \$111.23 not

\$111.

The table below describes how to use Form B to claim for vacant units.

If the household provided ...	Then, on Form B ...
<p>less than one month's notice to vacate</p>	<ul style="list-style-type: none"> • Select 'Yes' to the question 'Did the occupant move in during this period?' • Start a new row for the first vacant month. • Record '1' in the "# of Months" column. <p>Do not enter any income from the vacant occupant</p>
<p>less than one month's notice to vacate and the unit is still vacant in the second month</p>	<ul style="list-style-type: none"> • Start a new row for the second vacant month. • Record '1' in the "# of Months" column, and • Do not enter any income from the vacated occupant.
<p>at least one month's notice to vacate</p>	<ul style="list-style-type: none"> • Start a new row for the vacant month • Record '1' in the "# of Months" column, and • Do not enter any income from the vacated occupant.

Example

A	B	C	D	E	F	G	H	I	J	
7	Provider:	Project Name								
8	Year Ending:	December 31, 2020								
10	Instructions: Please enter data in shaded areas only. Each row captures one unit paying same monthly occupant rent portion.									
11	Same unit with same primary occupant paying different monthly occupant rent portion is to be entered in the row after.									
13				A	B	D		C = A - B	C x D	
14	Rent Supplement Unit #	Unit Type Apt / TH # Bedroom	Primary Occupant Name	Move in during this reporting period?	Monthly Unit Market Rent	Monthly Occupant Rent Portion	# of Months	Details if # of Months Less than 12	Monthly Subsidy Required	Total Subsidy Required
15	203	Apt 2 BR	John Smith	No	\$ 1,250.00	\$ 700.00	11	Move out 2020-11-30	\$ 550.00	\$ 6,050.00
16	203	Apt 2 BR	Vacant	No	\$ 1,250.00		1	Vacant	\$ 1,250.00	\$ 1,250.00

Utility

Please note: The Service Manager will pay the utility charges up to the

Human Services

10 Peel Centre Drive, Suite B, 5th Floor,
P.O. Box 2800, STN B, Brampton, Ontario, L6T 0E7
Telephone: 905-453-1300 www.peelregion.ca

Charges Standard Extra Charges as set out in O. Reg. 316/19.
<https://www.ontario.ca/laws/regulation/r19316#BK5>

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

Attachment Forms A&B

[Forms A and B 30 plus units](#)
[Forms A and B up to 30 units](#)
