

Subject: RGI Household's Request for an Additional Bedroom

Date: March 29, 2016
Replaces: September 22, 2014

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

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

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Purpose This document provides information to assist housing providers and Peel Access to Housing (PATH) with determining a household's eligibility for an additional bedroom under the *Housing Services Act, 2011*, (HSA) when a household submits a request.

Background Under the HSA and Peel's Local Occupancy Standards policy there are certain circumstances that permit a RGI household to request an additional bedroom to what the occupancy standards prescribe.

Previously, Peel's Occupancy Standards HIP P&P addressed the circumstances under which PATH would consider a request for an additional bedroom made by a household on the centralized wait list waiting to receive RGI, but did not address households already in receipt of RGI that request an additional bedroom. As such housing providers offered feedback suggesting:

- specifying the circumstances under which a housing provider can consider an ongoing RGI household's request for an additional bedroom, and
- guidelines and examples would help support decision making and consistent application of the policy.

As such, this document was developed to provide:

- Clarification of the housing provider's role in assessing eligibility for an additional bedroom.
- Examples of circumstances where an additional bedroom has, and has not been approved.
- Guidelines to assist housing providers with making sound decisions for additional bedroom requests.
- A revised [Application Form for an Additional Bedroom](#) (to be completed by the household member's physician) to verify the household's need for an additional bedroom.
- Circumstances under which PATH will consider a request for an additional bedroom made by a household on the centralized wait list waiting to receive RGI.

Criteria for Additional Bedroom

A household is eligible to request an additional bedroom to what the local occupancy standards prescribe **if** the additional bedroom is required:

- For a spouse or a child (sharing a room with a parent or another child) in the household because of a disability or medical condition.
- To store medical equipment a member of the household requires for a disability or medical condition.
- Because a child of a member of the household will be staying with the household on occasion as per the terms of a legal agreement for joint-custody or visiting rights of the child, and the agreement requires appropriate accommodation be available for the child from both parties named in the agreement
- Because a member of the household is pregnant.
- For a caregiver that is not a member of the household but provides a member of the household support services required due to the member's disability or medical condition to enable the household member to live independently.

For Housing Providers: RGI

The table below provides housing providers with the criteria for which a

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Household’s Request for Additional Bedroom

household’s request for an additional bedroom can be considered; subject to the housing provider’s internal transfer policy; and the verification the household must provide with the request.

If a RGI household requires an additional bedroom to accommodate...	Then the RGI household must submit to their housing provider...
<ul style="list-style-type: none"> • A spouse (or child sharing a room with a parent or another child) because of a disability or medical condition the spouse has, or • Storing medical equipment that is required by a household member due to a disability or medical condition <p>Note: Reasons for which an additional bedroom will not be considered are included in the Guidelines section below.</p>	<ul style="list-style-type: none"> • “Application Form for an Additional Bedroom” completed by the household member’s physician.
<ul style="list-style-type: none"> • A child as part of a court order, mediated agreement or written agreement between the two parties. 	<ul style="list-style-type: none"> • Copy of the court order, mediation agreement, or the written agreement.
<ul style="list-style-type: none"> • Pregnancy 	<ul style="list-style-type: none"> • Note from the household member’s physician verifying the pregnancy - even if the pregnancy appears to be obvious.
<ul style="list-style-type: none"> • Caregiver 	<ul style="list-style-type: none"> • Refer to the Assistance to Live Independently HIP P&P.

(Reminder: Households not yet in receipt of RGI; i.e. on the CWL; must submit a request for an additional bedroom to PATH using the [PATH - Medical Application Form for an Additional Bedroom](#) form completed by the household member’s physician).

For PATH: Request for Additional Bedroom

Households that are on the CWL waiting to receive RGI assistance that need to request an additional bedroom must submit a written request to PATH.

The table below provides PATH with the criteria for which a request for an additional bedroom will be considered, and the verification the household must provide with the request.

If an additional bedroom is required to accommodate a...	Then the household needs to provide a...
<ul style="list-style-type: none"> • spouse due to a disability or 	<ul style="list-style-type: none"> • PATH - Medical Application

<p>medical condition, or</p> <ul style="list-style-type: none"> • piece of equipment that is required by a household member due to a disability or medical condition <p>Note: A request for an additional bedroom made due to the following reasons will not be considered:</p> <ul style="list-style-type: none"> ▪ Snoring ▪ Sleep apnea ▪ CPAP machines ▪ Short term condition or disability (e.g. recovery from surgery) ▪ Guest bedroom ▪ Walker/Scooter or ▪ Exercise Equipment. 	<p>Form for an Additional Bedroom form completed by the household member's physician.</p>
<ul style="list-style-type: none"> • child as part of a court order, mediated agreement or written agreement between the two parties. 	<ul style="list-style-type: none"> • Copy of the court order, mediation agreement, or the written agreement.
<ul style="list-style-type: none"> • pregnancy 	<ul style="list-style-type: none"> • Note from the household member's physician verifying the pregnancy - even if the pregnancy appears to be obvious.
<ul style="list-style-type: none"> • caregiver 	<ul style="list-style-type: none"> • Refer to the HIP Policy and Procedure on Assistance to Live Independently.

Reminder: Each request is assessed on a case by case basis.

Approving the Request for Additional Bedroom

When a RGI household submits a request for an additional bedroom for one of the reasons noted above the housing provider must review the documentation submitted to ensure it is:

- appropriate (i.e. the correct documentation)
- provided by a third party (i.e. court of law, lawyer), and
- complete (all required information including signatures provided).

If the request for additional bedroom is for a caregiver, housing providers will refer to the [Assistance to Live Independently](#) HIP P&P.

If the request for additional bedroom is for a spouse due to medical and/or disability reasons, or to store equipment necessary for same, housing providers will refer to the [Guidelines for Assessing Medical or Disability Related Requests](#) section below.

**Guidelines for
Assessing
Medical or
Disability
Related
Requests**

Request is Due to Disability or Medical Related Reason

An additional bedroom **will not** be approved for the following reasons:

- Snoring
- Sleep apnea

And **will not** be approved if the disability or medical condition:

- Is short term/not a permanent disability (e.g. recovery from surgery)
- Can be accommodated by other modifications (e.g. two single beds in one bedroom if circumstance is incontinence)

The disability or medical condition **must be:**

- diagnosed by a medical professional, and
- assessed to be:
 - long-term (prognosis to last more than a year)
 - serious in nature, and
 - subject to ongoing symptoms (i.e. no relapse or remission of symptoms for the patient).

Examples of circumstances for which an additional bedroom has been approved in the Region of Peel:

- Extreme and ongoing night terrors due to post traumatic stress disorder
- Household member with severe disability
- Medical conditions that require use of hospital bed or home dialysis equipment

Request is Due to Storage of Medical Equipment

An additional bedroom **will not** be approved for the following equipment:

- CPAP machines
- Walker/Scooter
- Exercise Equipment

In addition to the medical completed by a physician, the housing provider should consider the size of the equipment and size of current accommodation to determine whether an additional bedroom is required. For example:

- A request to store a CPAP machine would not be approved as size of machine is too small to require an additional bedroom to store.
 - If equipment can only be stored in the room such that it blocks the doorway an additional bedroom is required.
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Adding the Household to the Internal Transfer List

Once the need for an additional bedroom is confirmed, the housing provider will add the household to their internal transfer list as per their internal transfer policy.

Reminder: Housing providers that establish priorities for internal transfers (e.g. medical) must still rank households in the special priority category higher than any other priority.

Legislation

[Housing Services Act, 2011](#) s. 43
[O. Reg. 367/11](#), s. 42

Application Forms

- [Application Form for an Additional Bedroom - Housing Providers](#)
 - [PATH - Medical Application Form for an Additional Bedroom](#)
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Questions

If you have questions about this document please contact your Housing Programs Specialist at the Region of Peel.