

## Rent Geared-to-Income Training Session

Natasha Silva, Housing Specialist June 8, 2023

#### Agenda

- Welcome
- Legislative Overview
- Eligibility and Housing Offers
- RGI Simplification Calculation
- RGI Simplification Process Changes
- RGI Decisions & Service Manager Appeals
- Case Studies/ Examples
- Wrap Up

#### **Acronyms and Terms**

HSA – Housing Services Act

O. Reg – Ontario Regulation

RGI - Rent Geared-to-Income

Service Manager – Region of Peel

Local Rules/ Standards – Housing in Peel (HIP) Policies

RTA - Residential Tenancies Act

CCA – Co-operative Corporations Act

LTB – Landlord and Tenant Board. Powers are authorized by the RTA

Tenant – a person(s) with rights to a residential unit governed under the RTA

Member – a person(s) with rights to a residential unit in a Co-operative

#### Who does what

Ministry of Municipal Affairs and Housing – Province

Sets legislative framework

#### Region of Peel – Service Manager

- · Administers and funds social housing programs
- · Responsible for RGI
- · Responsible for centralized waiting list
- · Sets local rules and guidelines
- · Reports to Province

#### Housing provider

- · Maintains internal transfer list, market waiting list
- · Fills RGI vacancies using centralized waiting list
- · Administers RGI under service agreement with service manager
- · Reports to service manager

#### Tenant/Member

- · Provides accurate information
- · Complies with lease/RGI rules
- Reports changes to housing provider

#### **Centralized Waiting List**

Manages centralized waiting list under service agreement with service manager



#### What is the Housing Services Act (HSA)?

The HSA is a Provincial legislation that provides a community-based planning and delivery of housing and homelessness services with general Provincial oversight and policy direction and to provide flexibility for Services Managers and housing providers

#### **HSA Regulations**

REGULATION	TITLE
**NEW** HSA, O. Reg 316/19	Determination of Geared to Income Rent under Section 50 of the Act
HSA, O. Reg 367/11 and 317/19	General Regulation
HSA, O. Reg 368/11	List of Designated Housing Projects
HSA, O. Reg 369/11	Subsidies for Part VII Housing Projects
HSA, O. Reg 370/11	High Needs Households & Household Income Limits (HILs)

#### **Ontario Regulation 316/19**

- This regulation replaced 298/01
- Provides an overview on the determination of RGI
  - How to calculate rent (section 2.1, 6)
    - Annual reviews (section 10)
    - Mid-year reviews and effective dates (section 11)
  - What is employment income (section 7)
  - What is minimum rent (section 2.3-7)
  - Difference between a benefit and family unit (section 3 & 5)
  - OW/ODSP rent scales (tables 1, 2 &3)

https://www.ontario.ca/laws/regulation/r19316#BK10

#### **Ontario Regulation 367/11**

- This regulation provides an overview of the following;
  - Eligibility rules incl. citizenship, money owed to a housing provider (section 23-27)
  - Cessation of eligibility incl. failure to provide information, obtain income... etc. (section 28-41)
  - Setting local rules: housing in peel polices
  - Centralized waiting list criteria incl. special priority rules (section 42-58.1)
  - Notice of decisions, continued eligibility, timing of reviews...etc (section 59-61)
  - Service manager appeal procedures (section 138)
  - Many more regarding building governance, operations finances...etc

#### Ontario Regulation 317/19 and 367/11

- These regulations are related. 317/19 amended 367/11 in the following ways;
  - Cessation of eligibility failure to notify of changes:
     Income Tax Reassessment
  - Cessation of eligibility failure to file tax returns
  - Cessation of eligibility period or normal rent: paying market rent for a period of 24 months
  - Inclusion of income and asset limits

https://www.ontario.ca/laws/regulation/110367#BK50

#### Local Rules: Housing in Peel (HIP) Policies

 The HSA stipulate that the Service Manager will create local rules/standards to further detail legislative process and procedure or use discretion to create additional policies.

https://www.peelregion.ca/housing/providers/policies-procedures/

#### **Discretion**

The HSA and HIP policies are not all encompassing therefore several areas of discretion are available.

When using discretion, it is important that we use our best judgement and try to think of the overall intention of RGI simplification. Items to consider:

- Intention of tenant/member
- Best interest of the tenant/member
- Other policies that may provide guidance in similar situations

#### **Regulation Changes & Impact**

On September 23, 2019, the Ministry announced a number of regulation changes to the HSA. The key areas of change were:

- Refusal to Offer a RGI Unit
- Provincial Rules on Refusal of Offers, Selection and Overhoused
- Tenant Transfers Between Providers
- RGI Simplification

#### **Regulation Changes & Impact**

#### Refusal to Offer a RGI Unit

- This provision was added to support community safety
- If an applicant from the CWL has been evicted on a Landlord and Tenant Board (LTB) order for a serious illegal act (N6) within the last 5 years, providers can now refuse to house the applicant.
- Neither the Ministry nor the LTB agreed to creating a central database to track N6 eviction therefore providers will have to ask applicants to self disclose.
- This regulation change was implemented on September 23, 2019.

#### **Regulation Changes & Impact**

#### Provincial Rules on Refusal of Offers, Selection and Overhoused

- Three main changes within this regulation;
  - Reduce offers of housing from 3 to 1
  - Applicants will now have to select providers in order for the offer to be considered valid
  - Service Manager local rules regarding overhoused/ occupancy standards would be standardized across all services areas
- Previously the HSA allowed Service Managers the opportunity to create their own local rules which led to a variety of interpretations across the Province
- This regulation change was implemented by the Region on January 1, 2021

## QUESTIONS?

# Eligibility

#### **Centralized Waiting List (CWL)**

#### The CWL is organized in the following way;

- Priority
- Victim of Family Violence (VOFV)
- Victim of Human Trafficking (VOHT)
- Terminally III 2 years
- Overhoused currently receiving a subsidy in a larger unit then they qualify for
- Chronological based on application date

#### **Centralized Waiting List (CWL)**

## In order to qualify for the CWL an applicant must provide proof of or disclose their;

- Canadian Status
- Income
- Assets
- Home Ownership
- Provincial Arrears Database

Once on the waiting list, the HSA requires all applicants be reviewed for continued eligibility annually

#### \*NEW\* Income Limits

In March 2022, the Ministry announced this regulation change to the HSA.

#### **Income Limits – Applicable to Waitlist**

- The limits are based on the Household Income Limits (HIL's) published annually by the Ministry in O. Reg. 370/11
- The limits are based on unit size. The 2023 limits are:
  - Bachelor Unit \$49,500
  - 1-bedroom Unit \$58,500
  - 2-bedroom Unit \$67,000
  - 3-bedroom Unit \$74,500
  - 4+ bedrooms Unit \$79,500

#### \*NEW\* Asset Limits

In March 2022, the Ministry announced this regulation change to the HSA.

#### Asset Limits – Applicable to Waitlist and RGI Households

- Individual Limit \$50,000
- Family Limit \$75,000

#### **Examples of assets include:**

- Bank balances
- Investments (excluding RRSP, RESP, RRIF)
- Home Ownership

In the event of joint assets, the total value is divided equally between owners unless percentage of ownership is stated in the applicable verification document.

OW and ODSP Recipients are exempt from asset limits under the new amendments

### **Household Composition**

#### **Occupancy Standards – Unit Size**

#### Applicants are entitled to a bedroom for;

- Couples
- Each subsequent person in the household

Ex: parents with 2 daughters = 3-bedroom unit

Main applicant, sister and child = 3-bedroom unit

Single parent with 1 daughter and 1 son = 3-bedroom unit

#### **Occupancy Standards – Unit Size**

Underhoused –living in a unit smaller than what you may qualify for. This is not a priority on the waitlist or internally

Applicants can voluntarily choose to underhouse themselves but if/when they want a larger unit they will not receive any priority for the transfer

Peel does not have any policy regarding age limits for room sharing even if the children are not the same sex

Ex: single parent 2 children (1 boy and 1 girl) = 2 bedroom

## Offer of Housing

#### **Unit Offers**

#### **Building Selection**

- -Applicants must select a minimum of 1 building
- -Wait time for housing can significantly change based on selection(s) made

#### One offer

-Applicants are entitled to one offer of appropriate and previously selected building

#### **Unit Offers Cont'd**

#### Reasons a provider can refuse housing;

- If applicant owes money to another Housing Provider
- Provider has a mandate that the applicant does not qualify for
- The provider is a Co-op and the applicant has indicated that they will not fulfill their obligations as a Co-op member
- The applicant is unable to live in shared accommodations
- The applicant has disclosed that they were evicted through the LTB on an N6 in the last 5 years

#### **Unit Offers Cont'd**

#### **Offer and Notification Timelines**

Once a Provider has contacted/ attempted to contact an applicant, the applicant has;

- 2 days to contact the provider and arrange to view the unit
- Upon viewing the unit applicant has 5 days to provide all documentation required to verify eligibility and accept/refuse the unit
- Upon acceptance of the unit the applicant has 10 days to sign the lease

\*\*\*Timelines for Co-op's differ due to membership approval process\*\*\*

#### Refusals

- When an applicant refuses a unit/fails to respond to the Provider, they previously selected, they are deemed ineligible and removed from the wait list. This decision is appealable
- When a landlord refuses an applicant, the applicant remains on the waiting list. The landlord must inform the applicant in writing of their decision and keep record of the refusal for 7 years

# Benefit vs Family Units

## Difference between Family and Benefit Units

#### **Benefit Unit**

 A household member(s) that are in receipt of OW or ODSP (always confirmed via drug card or letter)

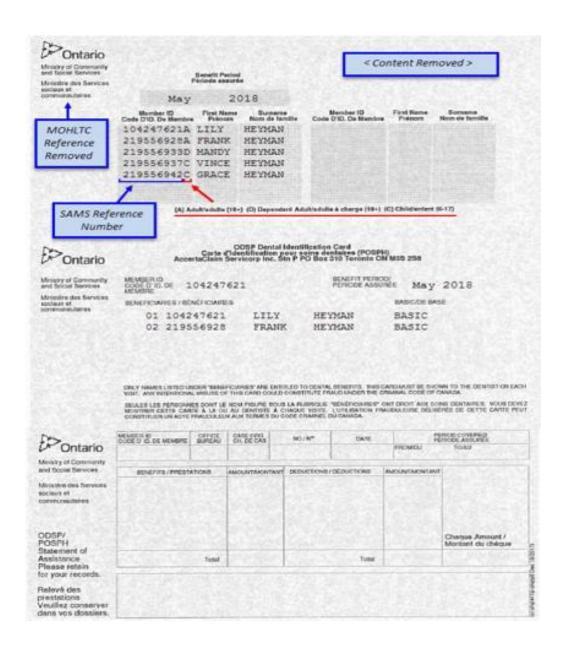
#### **Family Unit**

All other household composition types

\*\*\*It is possible to have both a family and benefit unit in a single unit\*\*\*

#### Sample OW/ODSP Drug Card

The number of people listed on the drug card will indicate the number of beneficiaries within the benefit unit



#### **Ontario Works Benefit Unit**

OW Rent Scale for benefit unit with a recipient with no spouse and one or more dependents.

O. Reg. 298/01 -Table 3				
(1)	(2)	(3)		
Benefit Unit	Rent	Non-Benefit		
size	Attributable	Income Limit		
(number of	to Benefit	(Monthly)		
individuals)	Unit			
	(Monthly)			
2	\$191	\$ 791		
3	226	907		
4	269	1,051		
5	311	1,191		
6	353	1,331		
7	396	1,474		
8	438	1,614		
9	480	1,754		
10	523	1,897		
11	565	2,037		
12 or more	607	2,117		

#### **Ontario Works Benefit Unit**

OW Rent Scale for benefit unit with a recipient with:

- Single recipient
- Recipient with spouse and no dependents
- Recipient with spouse and dependents

O. Reg. 298/01 -Table 4			
(1)	(2)	(3)	
Benefit Unit	Rent	Non-Benefit	
size	Attributable	Income Limit	
(number of	to Benefit	(Monthly)	
individuals)	Unit		
	(Monthly)		
1	\$ 85	\$ 360	
2	175	737	
3	212	861	
4	254	1001	
5	296	1,141	
6	339	1,284	
7	381	1,424	
8	423	1,564	
9	466	1,707	
10	508	1,847	
11	550	1,987	
12 or more	593	2,131	



## Ontario Disability Support Program Benefit Unit

#### **ODSP Rent Scale**

O. Reg. 298/01 - Table 5 - ODSP Rent Scale				
(1) Benefit Unit size (number of individuals)	(2) Rent Attributable to Benefit Unit (Monthly)	(3) Non-Benefit Income Limit (Monthly)		
1	\$ 109	\$ 440		
2	199	817		
3	236	941		
4	278	1,081		
5	321	1,224		
6	363	1,364		
7	405	1,504		
8	448	1,647		
9	490	1,787		
10	532	1,927		
11	575	2,071		
12 or more	617	2,211		

#### In Receipt of Both ODSP and CPP-D

#### **ODSP Basic Needs Allowance**

# of Dependents	# of Dependents 18 years+	# of Dependents 0-17 Years	Recipient	Recipient & Spouse (1 disabled)	Recipient & Spouse (both disabled)
0	0	0	\$672	\$969	\$1,341
1	0	1	\$815	\$969	\$1,341
1	1	0	\$1,041	\$1,157	\$1,529
2	0	2	\$815	\$969	\$1,341
2	1	1	\$1,041	\$1,157	\$1,529
2	2	0	\$1,230	\$1,367	\$1,739

For each additional dependent, add \$211 if the dependent is 18 years of age or older, or \$0 if dependent is 0 - 17 years of age.

## QUESTIONS?

# RGI Simplification

# **Regulation Changes & Impact**

#### **RGI Simplification**

- A new framework in calculation RGI largely based on Line 23600 of the Notice of Assessment
- Although the regulatory changes were meant to simplify the RGI calculation process, it also provided several opportunities for Service Manager discretion
- This regulation change was implemented on July 1, 2021

# **Regulation Changes & Impact**

#### **RGI Simplification: Minimum Rent**

- This regulation change also impacted the current minimum rent applied to tenants with very low or no income
- The minimum rent a tenant could be charged was increased from \$85 to \$129 (if the tenant was paying minimum rent prior to implementation date their new minimum rent was \$93)
- Moving forward minimum rent increases on July 1<sup>st</sup> of each year by the Province's annual rent increase guideline
- The 2022-23 minimum rents are \$133 and the indexed rent for tenants paying minimum rent is \$109.

# **Adjusted Family Net Income (AFNI)**

AFNI is the combined monthly income of all household members excluding those attending school full-time

# **Tax-Based Net Income (TBNI)**

#### When to use Tax-Based Net Income?

This method is used **annually** to calculate RGI for anyone with fixed or stable sources of income such as pension, long-term employment, ODSP... etc.

Line 23600 of the Notice of Assessment (NOA) represents the net income made in the previous year but is NOT net of income tax deductions

# **TBNI: What Documents are Required**

All tenant/members/occupants over the age of 16 must provide;

- Notice of assessment (NOA)
  - Annuals taking place between January-June will require 2021 NOA
  - Annuals taking place between July-December will use 2022 NOA
- T1 General
- Declaration Forms (RGI forms)
  - Should be signed and filled out by the household
- Social Assistance Statement and Confirmation of Beneficiaries
- School Confirmation

#### Income included in line 23600

- Employment (including commission, tips, El...etc)
- Self Employment
- Pension (Foreign and Domestic)
- Social Assistance (OW and ODSP)
- Interest/Dividends from Investments

Child Support is no longer an included income as it does not appear on line 23600

#### Income deduction allowed in line 23600

- Registered Pension Plan
- Employment Expenses
- Union Dues
- Etc.



#### **Excluded income in line 23600**

 Income listed on line 12500 (Registered disability savings plan) must be excluded from line 23600

**Example:** In order to determine the TBNI the Housing Providers reviews the T1 General and notices \$1,500 listed under line 12500 and \$20,000 under line 23600.

#### Income in line 23200

 Income listed on line 23200 (other deductions) must be explored further to determine if the deduction is for registered disability savings plan (RDSP) repayment.

**Example:** If it is confirmed that the deduction is for RDSP repayment, the amount must be added back into line 23600

# **TBNI Calculation: Bob Example**

Bob lives alone in a 1-bedroom unit where the landlord pays all utilities

- Declaration of income forms state Bob currently makes \$2,000 per month
- Line 23600 (NOA) states Bob made \$23,000 in 2020

To confirm TBNI calculation is required multiply Bob's declared monthly income by 12 ( $$2,000 \times 12 = $24,000$ )

As line 23600 and the declared income are in the same 'ball-park', use TBNI to calculate

# **TBNI Calculation: Bob Example**

NOA Line 23600 = \$23,000

\$23,000/12 = \$1,916.67 \$1,916.67 - \$75 (employment deduction) = \$1,841.67 \$1,841.67 x 30% = 553 (rounded) \$553 + \$30 = \$583

**Monthly RGI Rent/ Housing Charge = \$583.00** 

# QUESTIONS?

# **Approximated Net Income (ANI)**

#### When to use ANI?

This method is used when;

- The TBNI calculation does not accurately reflect the household member(s) projected income for the next 12 months
- A mid-year calculation was completed since the last annual review
- If the income reported on line 23600 is different from the declaration of income forms (discretion should be used in these cases)

# **ANI: What Documents are Required**

All tenant/members/occupants over the age of 16 must provide;

- Notice of Assessment
- T1 General
- Letter from employer/8 weeks of consecutive paystubs or Year-to-Date\*
- Service Canada statement for OAS, GIS, CPP or EI
- Statement from WSIB, private pension or insurance benefits
- Statement and confirmation of beneficiaries (drug card) from OW or ODSP
- School Confirmation

# **ANI: What Documents are Required**

#### **IMPORTANT**

# ANI calculations are based on GROSS income not NET income

Line 23600 of the NOA is not net of income tax deductions while net income on a paystub is. Gross income on a paystub is a more accurate representation of what the income on next years NOA will be

Remember to deduct reimbursements for expenses from gross income. Example: gas, meals, mileage... etc. (see T1 General example)

# **ANI Calculation: Sue Example**

Sue lives with her 8-year-old daughter in a 2-bedroom unit where the landlord pays all utilities

- Declaration of income forms state Sue currently makes \$2,700 per month
- Line 23600 (NOA) states Sue made \$8,000 in 2020

To confirm ANI calculation is required multiply Sue's declared monthly income by  $12 (\$2,700 \times 12 = \$32,400)$ 

# **ANI Calculation: Sue Example**

#### **Documents required from Sue**

- Received
  - NOA
  - T1 General
  - Declaration of Income Forms
- Missing information
  - 8 weeks of consecutive paystubs, employment letter or YTD\*

# **ANI Calculation: Sue Example**

Add all paystubs and divide by the number of weeks

Multiply average weekly income by 4.333 to determine AFNI

2,700 - 150 (employment deduction) = 2,550

 $$2,550 \times 30\% = 765 \text{ (rounded)}$ 

\$765 + \$43 = \$808

Monthly RGI Rent/ Housing Charge = \$808.00

# How to Convert Income into Monthly and/or Annual Factors

Paid	Annual Amount	Monthly Amount
Weekly	Multiply by 52	Multiply by 4.333
Bi-weekly	Multiply by 26	Divide by 2 & multiply by 4.333
Semi-monthly	Multiply by 24	Multiply by 2
Monthly	Multiply by 12	
Quarterly	Multiply by 4	Divide by 3
Annually		Divide by 12

# **Notification of Changes**

Tenant/members are still required to report changes in income and/or household composition within 30 days.

Housing Providers will review the information received and determine if a mid-year review is required and inform the tenant/member, in writing, of their decision.

Tenants/members do not have to report changes in income that result in an increase unless outlined in the following slide.

## **Mid-Year Reviews**

Housing Providers will complete mid-year reviews under the following circumstances;

- AFNI has decreased by 20% or more (can only be requested by a Household once between annual reviews)
- A permanent change in household composition has occurred
- During a review, the Provider issued a Pursuit of Income notice
- Income taxes have been reassessed

# **Utilities**

If landlord pays all utilities the charge added to a calculation is;

```
1 \text{ bedroom} = $30
```

```
2 \text{ bedroom} = $43
```

$$3 \text{ bedroom} = $50$$

$$4 + bedroom = $53$$

If tenant pays partial/all utilities, then you need to use HSA utility scales to determine charge/allowance added at end of calculation. Utility scales can be found O. Reg 316/19 table 4-8.

https://www.ontario.ca/laws/regulation/r19316#BK8

# QUESTIONS?

# Additional Changes/ Reminders

## **Provincial Arrears Database**

#### **Checking Database for Eligibility:**

- New move-in
  - The waitlist completes this step prior to sending Providers a new applicant(s)
- Adding someone to an existing household
  - Providers need to e-mail the waitlist staff and cc their Housing Specialist
  - Include the persons' name, date of birth and SIN (if you have it)

#### **Provincial Arrears Database**

**Adding to Database:** (Please reference Arrears owed to a Housing Provider HIP)

- Complete the Arrears move-out/ repayment plan form and submit it to
- Include rental arrears, legal fees, utilities and damages
- Keep record (incl. pictures) of all charges indefinitely
- Update the file using the same form when a repayment agreement is reached or a payment is made

# **Tenants Attending School Full-time**

All non-benefit income from a tenant/member/occupant attending school full-time at a recognized educational institution is now exempt

No age limit

#### Recognized educational institution

- A school or private school, as defined in the Education Act
- A university or college of applied arts and technology
- A private career college, as defined in the Private Career Colleges Act, 2005

# **Employment Deductions**

Employment related income receives a deduction of;

- \$75 for any family unit with one person
- \$150 maximum for any family unit with more than one person

If there are two separate family units within the same household, the total deduction for the entire household may exceed \$150

# **Doubled GAINS Payment**

Qualifying seniors received doubled GAINS payments

- 2021 doubled for 6 months
- 2022 doubled for 6 months
- 2023 doubled for 12 months

GAINS can be found on line 14500 – Social Assistance line of the T1 General or by requesting the T5007.

For any calculations using 2021-2023 NOA/T1 General, divide the GAINS amount by 2

## **Pursuit of Income**

During annual review should a tenant/member declare they have no income, the Housing Provider will issue a 30-day Pursuit of Income notice.

Tenants/members/occupants can pursue;

- Ontario Works(OW)
- Spousal Support
- Employment Insurance (EI) Benefits
- Senior Benefits (OAS, GIS, GAINS)
- Support from a Sponsor for a Sponsored Immigrant

#### **Minimum Rent Refresher**

- Any tenants/members paying the phased in minimum rent will have their rent/housing charged increased to \$117 as of July 1, 2023
- Minimum rent will increase to \$136 effective July 1, 2023
- OW and ODSP rent scales are not changing and will not be affected by the new minimum rent
- Minimum rent will increase July 1<sup>st</sup> of each year regardless of when your annuals are or when the rest of the rents/housing charges increase
- Minimum rent is not an appealable decision

# **Minimum Rent Refresher**

#### **Social Assistance and Utility Allowances**

	Ontario Works	Ontario Disability Support Program
Scale (1 beneficiary)	\$85.00	\$109.00
Utility Allowance	-\$75.00	-\$75.00
	\$10.00	\$34.00
Amount Charged	\$85.00	\$109.00
Scale (2 beneficiary)	\$191.00	\$199.00
Utility Allowance	-\$75.00	-\$75.00
	\$116.00	\$124.00
Amount Charged (Min Rent)	\$136.00	\$136.00

# **FYI: Removed from Legislation**

#### Child of the Household Calculation

Calculations completed for a child of the household (15% on the 1<sup>st</sup> \$1,000 and 30% on any additional income)

All tenants/members/occupants contributing to the household calculation will be calculated using the RGI method

# **FYI: Removed from Legislation**

#### Imputed Income

An asset that does not produce regular income can no longer be charged an imputed rate of return

#### **Transferred Assets**

Any assets transferred (in good or bad faith) are no longer considered non-income producing and are not to be included in calculation

# **FYI: Removed from Legislation**

#### **Fluctuating Income**

As tenants no longer have to report increases in their income in between annual reviews (except for midyear exceptions), the Region's fluctuating income policy will be removed from the HIP's

## QUESTIONS?

# Notice of Decisions & Service Manager Appeals

#### **Notice of Decision Effective Dates**

#### **Increases and Decrease Due to Income**

- Annual Review: the month following the notice
- Mid-year Review: the month following the change

#### Increase to Market Due to Income (RGI on Hold)

- Follow the above effective dates
- Household is counted as part of the RGI target
- Household remains eligible for 24-months from the effective date

#### **Notice of Decision Effective Dates**

#### Ineligible for Subsidy: Due to;

- Failure to provide information or file tax returns
- Failure to report changes
- Failure to divest of residential property
- Failure to obtain income
- Refusal to comply with Overhoused occupancy standards
- Absence from unit
- Assets above allowable limit

### Effective 90-days from the date the notice of ineligibility is issued

#### **Notice of Decision Letters**

## All notice of decision letters must include the following;

- Names of all tenants/members
- Reason for decision, be specific
- Effective date of the decision
- Right to a Service Manager Appeal and how to appeal
- Who to contact with questions
- Signature (wet or electronic)

#### **Service Manager Appeals**

#### What is appealable

- Applicant is denied priority status on the waitlist
  - VOFV, VOHT, terminally ill
- Applicant is made ineligible for the waitlist
  - Asset limits, income limit, refused a unit, failure to submit annual verification
- Applicant is refused unit size or accommodation requested by the waitlist
  - Additional bedroom, wants a unit facing south-east
- Tenant is made ineligible for RGI subsidy
  - See slide 76

#### **Service Manager Appeals**

#### What is not appealable

- Voluntary removal from RGI
- Rent is too high due to other expenses
  - car payment, insurance, child support, student loans...etc
- Annual minimum rent increase
- Parking dispute with landlord

#### **Service Manager Appeals**

#### **Timelines**

Applicant/tenant must submit appeal within 30 calendar days from date of notice received

Once appeal is received the Appeal Specialist must complete within 15 business days

\*Use discretion\*

## QUESTIONS?

# Case Studies/ Examples

#### **All Annual Calculations Begin the Same**

**Step 1:** Send notification of Annual review and request the following documents;

- NOA
- T1 General
- Declaration of income forms
- Social assistance statement and confirmation of beneficiaries

**Step 2:** Cross reference NOA and T1 General line 23600 and verify if adjustments are needed

**Step 3:** Cross reference declared income with NOA

If information is incorrect or missing, send missing information letter outlining the specific documents required

#### **Scenario 1: TBNI Example**

- 2 tenants living in a two-bedroom unit, all utilities paid by landlord
- Tenant A works full-time and has been employed at the same place for 3 years. Declaration of income forms state average monthly income is \$2,750, NOA line 23600 states \$32,000
- Tenant B is in school full-time and working parttime. Declaration of income forms state average monthly income is \$1,200, NOA line 23600 states \$12,000

#### **Scenario 1: TBNI Example**

#### Step 2: Cross reference NOA and T1 General

Both documents match and no RDSP income was declared

#### Step 3: Cross reference declared income with NOA

#### **Tenant A**

• NOA Line 23600: \$32,000

Declared Income: \$2,750 x 12 = \$33,000

 Within the same ball-park therefore move forward with line 23600

#### **Tenant B**

Confirm full-time school status and deem income to not be included

#### **Scenario 1: TBNI Example**

**Tenant A:** NOA Line 23600 = \$32,000

\$32,000/12 = \$2,666.67 \$2,666.67 - \$150 (employment deduction) = \$2,516.67 \$2,516.67 x 30% = 755 (rounded) \$755 + \$43 = \$798

**Monthly RGI Rent/ Housing Charge = \$798.00** 

- A couple living in a 1-bedroom unit, all utilities paid by the landlord
- Both tenant A & B are receiving a pension of \$20,400 (each) as per their NOA and declaration forms
- Tenant B has recently started a part-time job and listed \$600 as their average monthly income on their Declaration of income form

#### Step 2: Cross reference NOA and T1 General

Both documents match and no RDSP income was declared

Step 3: Cross reference declared income with NOA

	Tenant A	Tenant B
Line 23600	\$20,400	\$20,400
Declaration Forms	\$1,700 x 12 = \$20,400	\$2,300 x 12 = \$27,600
	Within 'ball-park' = TBNI	Outside 'ball-park' = ANI

Housing Provider will send a missing information letter to Tenant B requesting 8-weeks of consecutive paystubs

#### **Tenant B:**

Add all paystubs and divide by the number of weeks

• \$1300 / 8 = \$162.50

Multiply average weekly income by 4.333 to determine monthly average income

• 162.50 x 4.333 = \$704.11

Add employment income and pension income (found on line 23600)

\$704.11 + \$1,700 = \$2,404.11

#### Combine incomes from Tenant A & B

\$1,700 + \$2,404.11 = \$4,104.11

\$4,104.11 - \$150 (employment deduction) = \$3,954.11

 $$3,954.11 \times 30\% = $1,186 \text{ (rounded)}$ 

\$1,186 + \$30 = \$1,216

Monthly RGI Rent/ Housing Charge = \$1,216.00

- Three people living in a 3-bedroom unit, tenant pays their own utilities therefore a utility allowance of \$126 is applied to their calculation
- **Tenant A** is in receipt of Ontario Works which lists all three residents on the drug card. Works part-time and has declared making \$500 per month.
- Tenant B is a 17 years old, in school full-time and works part-time
- Occupant A is a 14 years old child in school fulltime

Step 2: Cross reference NOA and T1 General

Both documents match and no RDSP income was declared

Step 3: Cross reference declared income with NOA

#### **Tenant B**

Confirm full-time school status and deem income to not be included

#### **Occupant A**

Below 16 years old

#### **Tenant A**

• NOA Line 23600: \$16,680

Line 14500: \$10,680 (Social Assistance Line)

Declared Income: OW 3 beneficiaries

Employment  $$500 \times 12 = $6,000$ 

Housing Provider will subtract line 14500 from 23600 to confirm the non-benefit income (employment income) included in NOA

\$16,680 - \$10,680 = \$6,000

As declared income and non-benefit income included in NOA are the same Housing Provider can move forward with TBNI

#### **Tenant A**

Confirmed information:

- In receipt of OW, 3 beneficiaries
  - Scale = \$226, Income Threshold = \$907
- Employment Income = \$500

Housing Provider compares the monthly income to the OW income threshold and since the income is below the threshold, move forward with a regular benefit unit calculation using OW rent scales

OW 3 beneficiaries	\$226
Utility allowance	\$126
Difference	\$100

As \$100 is below the new minimum rent, the rent/housing charge is increased to \$133

**Monthly RGI Rent/ Housing Charge = \$133.00** 

#### Scenario 4: Social Assistance & Student

- Single parent living in a 3 bedroom unit with 2 children (10 and 7 years old)
- Parent is in school full-time
- OW recipient

Is this household charged minimum rent or OW rent scale for 3 people?

#### Scenario 4: Social Assistance & Student

Is this household charged minimum rent or OW rent scale for 3 people?

Answer: OW rent scale for 3 people

Why?

Only employment income is exempt from a student calculation. OW is not employment income

# Scenario 5: Transition from ODSP to Pension

- Senior living in a 1 bedroom unit
- Stopped receiving ODSP February 2022
- Began receiving OAS/CPP/GAINS February 2022

What method would we use to calculate?

TBNI or ANI?

# Scenario 5: Transition from ODSP to Pension

#### ANI

- Line 23600 is not an accurate representation of the next 12-month period
- You would need to request:
  - Pension statements indicating monthly CPP, OAS and GAINS payments

If there is a doubled GAINS payment listed, make sure to back it out of the calculation

# QUESTIONS?

#### Resources

- Housing Services Act, 2011 - <a href="https://www.ontario.ca/laws/statute/11h06">https://www.ontario.ca/laws/statute/11h06</a>
  - O. Reg. 316/19 O. Reg. 316/11: Determination of Geared-to-Income Rent
  - O. Reg. 367/11 O. Reg. 367/11: General
- Housing in Peel (HIP) Policies Policies and procedures - Region of Peel

#### Resources

 Ontario Non-Profit Housing Association (ONPHA) <a href="https://www.onpha.on.ca/">https://www.onpha.on.ca/</a>

 Co-operative Housing Federation of Canada(CHF) <a href="https://chfcanada.coop/">https://chfcanada.coop/</a>

- Peel Halton Co-operative Federation of Canada PH CHF)
  - https://co-ophousingpeel-halton.coop/