

CATEGORY: Housing in Peel

SUBJECT: Inactive RGI applicant files – Centralized Waiting List (CWL)

APPLICABLE TO:

- ☐ Municipal & Private Non-Profits
 - ☐ Co-operatives
 - ☒ Centralized Waiting list (CWL)
 - ☐ Federal Non-Profit
 - ☐ Rent Supplement
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PURPOSE

This document outlines the Region's policy regarding Inactive RGI applicant files.

REQUIREMENTS

RGI Applicants are required to keep their applications up to date with the following information:

- Residency status changes
- Change of address
- Changes in contact details (phone number, email)
- Change in income and/or assets
- Change in household composition size (number of individuals in a household)
- Any other changes in household circumstances that would affect RGI eligibility

INACTIVE/CLOSED RGI APPLICATIONS - O Reg 367/11 Section 46 (1)

An RGI application will be inactivated/closed for the following reasons:

- Applicant has accepted an offer of RGI housing in the Region of Peel
- Applicant does not respond to the biennial update request or other written requests for information within 30 days
- Applicant has refused an offer of suitable RGI housing in a building that they have chosen
- Applicant requests to be removed from the CWL

- Applicant does not meet RGI eligibility requirements

Consideration may be given for extenuating circumstances (ie. the applicant was in the hospital when correspondence was received).

SERVICE MANAGER APPEAL

A service manager appeal can be requested if the legislation or the policy has not been followed correctly regarding a decision that has been made about an application for RGI.

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| ORIGINAL DATE: | January 10, 2024 |
| LAST REVIEW DATE: | February 5, 2026 |
| RESPONSIBILITY: | Housing Services |