

**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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<b>ORIGINAL DATE:</b>	January 10, 2024
<b>LAST REVIEW DATE:</b>	February 5, 2026
<b>RESPONSIBILITY:</b>	Housing Services