COMMUNITY AND HUMAN SERVICES
Housing Services
Postal Bag 6300, 228 Church Street
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Hastings County
Supporting People & Our Communities

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Hastings County Community and Human Services
Housing Services
Administrative Policies and Procedures

SUBJECT : Withdrawal of Subsidy Policy		
APPROVED BY : County Council		
POLICY #: L.H.C. 11		
ORIGINAL ISSUED	**SUPERCEDES**	**CURRENT VERSION**
June 2004	November 2012	November 2016

PURPOSE

To establish procedures that are to be followed by the Hasting Local Housing Corporation in the withdrawal of a tenant's subsidy.

SCOPE

The policy applies to the units directly managed by the Hastings Local Housing Corporation.

REQUIREMENT

The Hastings Local Housing Corporation must follow proper procedure when removing a rent-geared-to-income subsidy from a tenant.

RESPONSIBILITY

Upon making the decision to withdraw subsidy payments from a tenant, the Hastings Local Housing Corporation will proceed following the guidelines outlined below;

- All potential removal of subsidies must be approved by Senior Supervisor of Housing Operations.
- A letter will be sent to the tenant from the Property Supervisor and the Rent Calculation Clerk notifying them that they are no longer eligible for rent-geared-to-income (RGI) assistance
- The letter must outline the reason why they are no longer eligible for RGI assistance and the date that the subsidy will be removed
- The tenant is encouraged to contact the Property Supervisor and Rent Calculation Clerk to clarify the reason for the subsidy being removed prior to asking for an Internal Review
- The tenant must also be informed in the letter that they have the right to request an Internal Review of the decision

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- If an Internal Review is requested, the Manager or Delegate(s) will arrange a date for the review

The Hastings Local Housing Corporation may remove RGI subsidies for the following reasons;

- Failure to report a change in income or family composition within 30 business days of the change
- Failure to provide annual income review information by date requested by the Hastings Local Housing Corporation
- If, after one year on the transfer list, an over housed household requests not to be placed on the centralized waiting list
- If a household has been paying market rent for a period of 12 consecutive months
- 3 refusals for over housed transfer

REFERENCES

Hastings Local Housing Corporation Administrative Policies