

# Lambton County Community Services Housing Services Department Policy and Procedure Manual

SUBJECT: Special Needs Housing	INDEX NO.: 1.021	
EFFECTIVE: 01/10/01	APPROVED: 01/05/02	REVISED: 02/01/06

**Interpretation:** (pursuant to Ont. R. 298/01; 18)

As no lead agency has been designated for the service area this policy and procedure applies to the Service Manager and to Supportive Housing Providers listed below:

- County of Lambton, Housing Services Department
- Arkona Lions Non-Profit Housing Inc.
- Bethel Seniors' Apartments Sarnia
- Faethorne Place Housing Co-operative Inc.
- Ozanam Non-Profit Housing, Sarnia Lambton
- Sarnia-Lambton Berean Community Housing
- Thedford Non-Profit Housing Inc.
- Watford Optimist Non-Profit Housing Corporation

**Policy:** (pursuant to Ont. Reg. 298/01; 19)

A household is eligible for special needs housing if one or more of its members requires one or both of the following to live independently\*:

- Accessibility modifications
- Provincially-funded support services

**Procedure:**

A household may make application for Special Needs Housing using the Application for Rent-Geared-to-Income Assistance application form and process outlined in Index No. 1.001. A household must verify his/her requirements for special needs housing. Verification in the form of a physicians letter for accessibility modifications and written verification from the supporting agency for Provincially-funded support services is acceptable.

Before the household begins to occupy special needs housing, if there is a change in a document or information that the household has provided with respect to its special needs application, the household shall provide such updated document and information as required within 30 days from the date that the content of the document or the information ceases to be accurate.

A household does not have to be eligible for rent-geared-to-income assistance in order to be eligible for special needs housing.

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The supportive housing provider or Service Manager must make a determination about whether a household is eligible for special needs housing within 30 days after the household's application is complete.

### Review of Eligibility

Once in every 12 month period after a household is determined to be eligible for special needs housing, the supportive housing provider or Service Manager shall review the eligibility of the household and shall determine whether the household continues to be eligible for special needs housing.

### Cessation of Eligibility

A household that has been determined to be eligible for special needs housing ceases to be eligible for such housing if,

- a) the supportive housing provider or service manager discovers that, at the time of the initial or a subsequent determination of eligibility, the household did not meet the eligibility requirement set out above;
- b) if the household no longer has any members who require accessibility modifications or provincially-funded support services in order to live independently;
- c) if the household, prior to occupying a special needs unit, fails to notify the special needs housing provider or Service Manager if there is a change in a document or information that the household has provided with respect to its special needs application within 30 days from the date that the content of the document or the information ceases to be accurate.

A household that has been determined to be eligible for and is occupying a modified unit ceases to be eligible for that unit if the household no longer has any members who require the accessibility modification provided in that unit in order to live independently.

A household has been determined to be eligible for and that is occupying a unit for which provincially-funded support services are provided ceases to be eligible for that unit if each member of the household who required support services in order to live

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independently no longer requires the support services available for that unit and will not in the future require the support services available for that unit as a result of that condition.

If a household is occupying a Special Needs unit and ceases to be eligible for that unit the Housing Provider will negotiate with the household to relocate the household to a unit not identified as a Special Needs unit of the appropriate size and location.

If negotiations are unsuccessful in relocating the household to an appropriate unit not identified as a Special Needs unit, a Notice to Terminate Tenancy at the End of The Term will be issued pursuant to the Tenant Protection Act, Section 60 (1) 2.

\* An individual is able to live independently if he or she is able to perform for himself or herself the normal essential activities of day-to-day living or with the aid of certain support services and demonstrates that those support services will be provided to him or her when they are required.