

Lambton County Community Services Housing Services Department Policy and Procedure Manual

SUBJECT: Notice of Change		INDEX NO.: 1.006
EFFECTIVE: 01/10/01	APPROVED: 27/11/02	REVISED: 02/22/06

Policy: O/Reg. Part III, Section 10 (1), Section 12(h)

A household deemed eligible for rent-geared-to-income assistance shall,

- a) within 30 days after each change in a document or information that the household has provided to the service manager, give the service manager a written notice setting out the change and verification of the change;
- b) in the case of a change in a document, provide the changed document to the service manager within the period of time specified by the service manager.

Procedure:

If a household determined to be eligible for rent-geared-to-income assistance fails to comply with the above policy it ceases to be eligible for rent-geared-to-income assistance.

If it is determined that a household receiving rent-geared-to-income assistance has ceased to be eligible for such assistance,

- a) the service manager shall cease to provide rent-geared-to-income assistance in respect of the household, beginning with the month immediately following the 90th day after the date the service manager or it's agent gives the household written notice that the household has ceased to be eligible for rent-geared-to-income assistance.
- b) the household shall pay rent for the unit it occupies at the rate at which rent is payable for the unit by a household not receiving rent-geared-to-income assistance, beginning with the month immediately following the 90th day after the date the service manager or agent gives the household written notice that the household has ceased to be eligible for rent-geared-to-income assistance.

The household must reapply for rent-geared-to-income assistance and meet all Eligibility requirements prior to being placed on the waiting list for rent-geared-to-income assistance.