

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

SUBJECT: Opportunity to Comment		INDEX NO.: 1.007
EFFECTIVE: 01/10/01	APPROVED: 01/05/02	REVISED:

## **Policy:**

Before the Housing Services Department makes a decision that has an adverse effect on a household it must give members of the Household an opportunity to comment on any information that may form a significant basis for the decision. If the information was provided by the member within 30 days before a decision that is adverse to a household is made, the household does not receive an opportunity to comment.

## **Procedure:**

Written notices of an opportunity to comment are required for the following provisions:

- Eligibility for Rent-Geared-to-Income Assistance
- Type of Accommodation
- Category i.e. Special Priority, RGI, Market
- Amount of Geared-to-income rent
- Deferral of rent
- Eligibility for Special Needs Housing

The notice of the opportunity to comment must contain:

- A summary of the information;
- A description of the proposed decision;
- A statement that any member of the household may comment on the Information; and
- A date, at least 30 days after the date the notice is given that, unless the members of the household waive their right to comment earlier, will be the last date comments may be received.

If the decision is with respect to eligibility for Special Priority Category the notice of the opportunity to comment will be given only to the individual who makes the request and not to all members of the household.

Comments must be in writing and must be signed by the individual or individuals providing the comments.

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Comments must be received within the date indicated in the notice or, if all members of the household submit written waivers of their right to make comments or additional comments, before the day the last of the waivers is received.

Individuals who have been given an opportunity to comment are not entitled to an additional opportunity to comment even if the decision that is made after any comments are considered is different from the decision that was proposed.