

Lambton County Community Services Housing Services Department Policy and Procedure Manual

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| SUBJECT: Notice of Decision | | INDEX NO.: 1.008 |
| EFFECTIVE: 01/10/01 | APPROVED: 01/05/02 | REVISED: 02/01/05 |

Policy:

The Housing Services Department must give members of a Household written notice for the following:

- Eligibility for Rent-Geared-to-Income Assistance
- Type of Accommodation
- Category
- Waiting Lists for Units
- Amount of Geared-to-income rent
- Deferral of rent
- Eligibility for Special Needs Housing
- Waiting Lists for Special Needs Housing

Procedure:

Written notices must be given within seven business days after the decision is made and must contain:

- A statement of the date the decision was made.
- If members of the household were given an opportunity to comment before the decision was made,
 - a statement of the date the notice was given,
 - a statement of the date before which comments must have been received, and
 - a statement of which members of the household provided comments.
- If a member of the household may request an internal review of the decision (See Internal Review, Index No. 1.020)
 - a statement of the reasons for the decision,
 - a statement that the member of the household is entitled to request a review, and
 - information on how to request a review and what the deadline is for doing so.
- If no member of the household may request an internal review of the decision a statement that the decision is final and that an internal review may not be requested.