

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

SUBJECT: Special Needs Housing		INDEX NO.: 2.005
EFFECTIVE: 01/10/01	APPROVED: 27/11/02	REVISED: 3/23/06

**Introduction** (Ont. Reg. 298/01 Sections 6, 18, 45)

A unit is considered to be special needs if it has been modified to provide accessibility or provincially funded support services are in place.

It is the responsibility of each special needs housing provider to accept applications and provide special needs housing. The housing provider may enter into an agreement with another party to carry out these functions on its behalf.

**Application:** (Ont. Reg. 298/01, section 6)

The application must include a request for a special needs unit. An application for special needs housing is considered complete if signed by all members of the household sixteen years of age and older that will reside in the special needs unit.

If a member of the household required to sign the application is unable for any reason the application and consent may be signed on the member's behalf by another individual as outlined in O. Reg. 298/01, s. 6(6) a, b, c.

If the housing provider is satisfied that the household is unable to provide information or a document they shall not require the household to provide that information or document. (O. Reg. 298/01, s.6(7))

Written notice must be given within seven (7) days that the application is complete or incomplete. If incomplete, the letter must explain why the application is incomplete. Once the application is complete written notice shall be given stating that the application is now complete. The application is considered to be complete on the date the written notice is given.

If, before the household begins to occupy special needs housing, there is a change in a document or information that the household has provided in or with the application they shall provide updated information and/or document within 30 days after the change.

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## Eligibility

A household is eligible for special needs housing if one or more of its members provide verification in writing from a doctor or support agency that accessibility modifications or provincially-funded support services are required in order to live independently in the community. A household need not be eligible for rent-geared-to-income assistance in order to be eligible for special needs housing.

Eligibility must be determined within 30 days after the application is complete.

## Rent Geared-to-Income Assistance

If the household requires rent geared-to-income assistance, the household will be referred to the Access Office, Housing Services Department. Rent geared-to-income assistance will not be denied even if the provision of RGI assistance for the special needs household puts the provider over its target.

## Waiting List

A household will be added to the appropriate waiting list once deemed eligible for special needs. Special needs households are exempt from occupancy standards.

## Selection of Households

Every effort will be made to match household's specific needs with the support services or modifications available.

Units designated special needs with support services provided through an organization shall be housed in accordance with the agreement between the supportive organization and the special needs housing provider.

Where no agreement is in place for the selection of households, applicants will be ranked chronologically by the date the application was deemed complete.