

Lambton County Community Services Social Housing Department Policy and Procedure Manual

SUBJECT: Application for Rent Geared-to-Income Assistance		INDEX NO.: 1.001
EFFECTIVE: 01/10/01	APPROVED: 27/11/02	REVISED: 10/10/07

Introduction:

To apply for rent geared-to-income assistance, a household must complete an *Application for Rent Geared-to-Income Assistance* (Section 3-Forms) and forward it to the Housing Services Department.

The applications are available at the Housing Services Department office at the Lambton Shared Services Centre and throughout the County of Lambton from social housing providers and community support agencies.

Application: (Ont. Reg. 298/01, sec. 5)

An application for RGI assistance is considered complete if signed by all members of the household eighteen years of age and older that will reside in the unit and if verification of Canadian citizenship, landed immigrant status or refugee status for each member of the household accompanies the application. **Verification of citizenship could be by means of a Birth Certificate, application for Birth Certificate, Canadian Passport, Baptismal Certificate (only in Quebec), Birth Registration, statement of live birth, Certificate of Canadian Citizenship.**

An applicant may specify a complex within a municipality, but may not specify a specific unit within the complex.

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. 5. (9) a, b, c.

Written notice must be given within seven (7) business days that the application is complete or incomplete. (O. Reg. 298/01, s. 5 (13))

If the application is complete, the letter will also contain an appointment date and time to determine eligibility and a request for verification of income and its source. In special circumstances, the request for information is done by phone and the letter acknowledging the complete application is included in the letter stating eligibility.

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If the application is 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. The Service Manager is not required to determine the eligibility of a household whose application is not complete. O. Reg. 298/01, s. 5 (14), (15) (16).

If the Service Manager 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.5 (10)

If, before the household begins to receive rent geared-to-income assistance, there is a change in a document or information that the household has provided in or with the application, the household shall provide updated information and/or documentation within 30 days of the change. See Notice of Changes Index 1.006 for further details. O. Reg. 298/01, s.5 (5)