

<b>Innisfree Housing Co-operative Inc.</b>  <b>Housing Charge Subsidy Procedure</b>	<b>Date Approved: August 10, 2010</b>	
	<b>Date Revised</b>	<b>Page</b>  1 of 4

## HOUSING CHARGE SUBSIDY PROCEDURE\*

### INTRODUCTION

The rent-geared-to-income subsidy funds are received monthly from CMHC and the Co-Op is responsible for administering the funds. The Co-op must work within the funds provided monthly or within the funds available in the subsidy pool.

### ADMINISTRATION

A minimum of 15% of Co-op members must be housed on a housing-charge geared-to-income basis, provided that there are sufficient funds in the subsidy pool, for Section 95 Co-ops (formerly NHA Section 56.1).

Only members for whom the housing charge equals more that 30% of their gross monthly income are eligible for a subsidy.

A person requiring \$100 per month or less in subsidy shall not qualify for subsidy.

Members receiving Ontario Works or Ontario Disability Support Payments shall pay the maximum shelter component.

The minimum housing charge will be set at \$125.00.

The following charges will be added to the rent-geared-to-income housing charge calculation:

- parking
- cable
- garbage disposal

<b>Innisfree Housing Co-operative Inc.</b>  <b>Housing Charge Subsidy Procedure</b>	<b>Date Approved: August 10, 2010</b>	
	<b>Date Revised</b>	<b>Page</b>  2 of 4

The following charges will be deducted from the subsidy calculation:

- utilities paid for by the member, based on the approved utility credits
 

<u>Current utility credits</u>	
3 bedroom	\$100

No member may receive a subsidy greater than that for which they qualify.

### **INCOME VERIFICATION**


All members in receipt of subsidy must verify their household income on initial application, and annually thereafter, on an anniversary date specified by the Co-op. The co-op will have a standard subsidy application form which will include the definition of income, and documents to be completed and signed by applicants.

### **ELIGIBILITY GUIDELINES**

- All persons applying for subsidy must be members or accepted for occupancy and membership
- The subsidy shall be allocated based on the unit that the applicant has chosen or is living in, provided that the unit is appropriate to the family size
- Member applications and renewals shall take precedence over new applications
- If the funds are available, temporary subsidies may be available for special cases of need, and shall be reviewed every three months

### **APPLICATION, APPROVAL and TERMINATION PROCEDURES**

All subsidies shall terminate automatically at the end of the fiscal year of the Co-op and/or at such time as the verified income of the recipient is increased to make him/her ineligible, whichever comes first.

 <b>Innisfree Housing Co-operative Inc.</b>  <b>Housing Charge Subsidy Procedure</b>	<b>Date Approved: August 10, 2010</b>	
	<b>Date Revised</b>	<b>Page</b> 3 of 4

All subsidy recipients shall be notified of the approaching fiscal year end and the subsequent termination approximately two months in advance to allow time for re-application.

In considering the allocation of subsidies for the upcoming fiscal year, members receiving subsidies at the time of termination of the existing fiscal year will have priority over new applications.

Any subsidy may be terminated at any time prior to the fiscal year end for the following reasons:

- Breach of subsidy agreement
- Falsification of income statement
- Failure to report additional household income

The member must be given 15 days notice and given the opportunity to appear before the Board prior to termination of subsidy.


Subsidy recipients are required to report and supply new proof of income for income changes of \$100.00 per month or more. When a change of income will result in a change in the subsidy level, the following policy will apply:

**Increases**

Where an increase in income results in an increase in the housing charge, to be paid by the member, the increase will be effective sixty days after the effective date of the increase. Any increase in income must be reported within seven days.

**Decreases**

A decrease in the housing charge as a result of a decrease in income will be effective the first day of the month following notification of the change and receipt by the co-op of new income verification from the member, providing subsidy funds are available.

 <b>Innisfree Housing Co-operative Inc.</b>  <b>Housing Charge Subsidy Procedure</b>	<b>Date Approved: August 10, 2010</b>	
	<b>Date Revised</b>	<b>Page</b> 4 of 4

## **SUBSIDY WAITING LIST**

### **Internal**

An internal waiting list for subsidies will be maintained and the following policies will govern the administration of the list.

- The internal list will have priority over the external waiting list
- Income, family size and household's current housing charge for the occupied unit will be the only factors used in determining need
- When an applicant who otherwise meets the criteria needs more subsidy than is available, only the available subsidy will be offered

### **External**

When subsidy funds become available which are not required internally, the co-op will consider external applications.

## **HOUSEHOLDS BEING EVICTED**

Any subsidy allocated to a household which is being evicted will terminate on the date on which their unit is required to be vacated, as determined by the Board of Directors.

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\* *Approved by the Board of Directors at a meeting held on August 10, 2010*