

**Addition of New Household Member Policy**

<b>POLICY STATEMENT</b>	Where a household is receiving rent-geared-to-income (RGI) or rent supplement assistance, the <i>Housing Services Act, 2011 (HSA)</i> only permits household members identified on the lease or occupancy agreement to live in the unit.
<b>PURPOSE</b>	To identify the process that must be followed prior to adding new household members in order for the household to continue to be eligible for RGI assistance.
<b>SCOPE</b>	This policy applies to situations in which a household in receipt of RGI or Rent Supplement assistance wants to add a new household member.
<b>DEFINITIONS</b>	
<b>Access to Housing (ATH)</b>	the point of access for applicants for rent-geared-to-income subsidized housing and maintains the corresponding waiting lists which is also known as the centralized waiting list
<b>Household</b>	an individual who lives alone or two or more individuals who live together
<b>Service Manager</b>	The City of Hamilton is a Service Manager designated to administer and fund the social housing program in Hamilton.
<b>TERMS &amp; CONDITIONS</b>	
	When an existing RGI or Rent Supplement household wishes to add any new household member(s) over the age of sixteen, the member(s) wishing to be added to the household must make an application to Access to Housing (ATH).
<b>Requests for a member(s) to be added to a RGI Household</b>	<p>Prior to being permitted to become a member of the household, each individual applying to join the household must be assessed by ATH staff for eligibility.</p> <ol style="list-style-type: none"> <li>1. The Housing Provider will give the <u>Request for Addition to RGI Household - Addition to Household Composition (16 Years Old and Older) Form</u> to the tenant or member.</li> <li>2. Once the form is complete, the Housing Provider submits the completed Addition to Household form along with supporting documents to ATH.</li> <li>3. If there is more than one person over 16 years old to be added to the household, a Request for Addition to RGI Household form must be completed for each person.</li> </ol>



***Requests for a new member(s) to be added to a Rent Supplement Household***

4. ATH will assess initial eligibility and return the form directly to the Housing Provider.

5. If someone requesting to join the household has met all eligibility requirements, the Housing Provider will then proceed with the RGI eligibility process.

6. If eligibility requirements are met, the Housing Provider will allow the new person(s) to be added to the household.

Prior to being permitted to become a member of the household, each individual applying to join the household must be assessed by ATH and Housing Services Division staff for eligibility and suitability for the unit and permission must be granted by the landlord.

***Requests for a new member(s) to be added to a ATH Application***

For a new household member(s) to be added to an ATH applicant household who is currently on the ATH waiting list:

- The household must notify ATH of their wish to add a new member to the household;
- ATH will give the household an Application Update form;
- The household must submit the completed Update form along with any required supporting documentation (e.g. identification for the new member(s)) to ATH;

***Eligibility***

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Eligibility requirements include, but are not limited to:

- Approval by Access to Housing
- Citizenship status
- No outstanding arrears owed to any non-profit, co-op, or social housing provider without a repayment agreement
- Not being convicted of any offence related to rent-geared-to-income housing within the last two years.



**Approvals**

If the addition to a RGI or Rent Supplement household is approved:

- Rent is recalculated by the Housing Provider based on the new total household income;
- If the new household member(s) is on the centralized wait list, they will be deemed to be adequately housed and removed from the centralized wait list, and;
- A new lease or occupancy agreement is required with the new person(s) added.

If the addition to an ATH applicant household is approved:

- ATH staff will add the new member(s) to the household's ATH application;
- The household's building selections may be adjusted depending on the household size.

**Denials**


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If the request is **denied**:

- For **RGI households**, the Housing Provider will notify the household within seven days of the decision not to add the member(s) to the household.
- For **Rent Supplement households**, Housing Services Division staff will notify the household within seven days of the decision not to add the member(s) to the household.
- For **ATH Applicant households**, ATH will notify the household in writing within seven days of the decision not to add the member(s) to the household.

For RGI tenants, if the Housing Provider denies the addition to the household but the household allows the person(s) to live in the unit:

- the Visitors and Guests Policy may apply, or
- the Housing Provider or Housing Services Division staff may permit the ineligible person(s) to live in the unit; however, the household ceases to qualify for RGI or Rent Supplement assistance and would become a market rent household.

All decisions made by ATH or the Housing Provider or Housing Services staff regarding the eligibility of individuals wishing to join a household are subject to Review as per the Social Housing Review System Policy.

<b>Housing Services Division Policy</b>		Content Updated: 2018-01-15
<b>Social Housing Administration</b>		
<b>Addition of New Household Member</b>		
Page 4 of 4	Hamilton	Approval: 2018-01-15
<b>RESPONSIBILITIES</b>	<p>Housing Providers, Housing Services Division staff, ATH staff and the household applying for or receiving RGI or Rent Supplement assistance is responsible to follow the process for adding a new member to the household.</p> <p>ATH, Housing Provider and Housing Services Division staff are responsible for assessing eligibility and suitability of a potential new household member(s) and calculating the new RGI or Rent Supplement assistance.</p>	
<b>COMPLIANCE</b>	<p>As outlined in the Terms and Conditions section, this Addition of New Household Member policy complies with the <i>Housing Services Act, 2011</i>.</p>	
<b>Approval</b>	<p>Author Name: Tammy Morasse, Senior Policy Analyst  Manager Name: Adam Sweedland, Manager of Social Housing  Director Name: Vicki Woodcox, Acting Director – Housing Services  Date: 2018-01-15</p>	



## Access to Housing

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### REQUEST FOR ADDITION TO RGI HOUSEHOLD

#### Addition to Household Composition – (16 Years Old and Older) - Application for Housing

In order for the household to continue to receive subsidy, any persons joining the existing household must be assessed to ensure that they meet all requirements as prescribed by the *Housing Services Act, 2011*.

**Housing Providers** must fax or email this completed form and supporting documents to Access to Housing (ATH). ATH will fax or email the assessed form and documents back to the Housing Provider.

SECTION 1 - Current RGI Tenant or Member Information		
First Name:	Last Name:	Phone:
Address:		Current # of bedrooms:
Housing Provider (Landlord):		
SECTION 2 - Applicant Information (filled out by the person moving into the unit)		
First Name:	Middle Name:	
Last Name:	Alternate/Maiden Name:	
<b>What is your status in Canada? (attach proof to the application – e.g. copy of identification)</b> <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Sponsored Immigrant <input type="checkbox"/> Refugee <input type="checkbox"/> Refugee Claimant <input type="checkbox"/> First Nations <input type="checkbox"/> Other (Please specify: _____ )		
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (MM/DD/YYYY):	
Social Insurance Number:	Marital Status:	
Address: <input type="checkbox"/> Current address <input type="checkbox"/> Mailing Address		Unit #:
City:	Province:	Postal Code:
E-mail:	Home Phone:	
Work Phone:	Cell Phone	
<b>Present Accommodation:</b> <input type="checkbox"/> Own/co-own <input type="checkbox"/> Rent <input type="checkbox"/> Temporary <input type="checkbox"/> Staying with relative or friend <input type="checkbox"/> No permanent address		

What is your relationship to the current tenant(s) or member(s)?

### SECTION 3 – Housing History

List previous addresses for the person to be added to the household.

Previous Address	Move in date	Move out date	Name of Landlord	Landlord's Phone #

Have you ever lived in rent-geared-to-income housing anywhere in Ontario?  Yes  No If 'yes', please fill in the chart below:

Name of person listed on the lease	Address	Name of Housing Provider	Move out date	Arrears Owing (\$)

If you owe money to a Housing Provider, you must attach a current copy of the repayment agreement signed by the Housing Provider. If you have outstanding arrears and no repayment agreement, you may not be able to join the household.

### SECTION 4 – DECLARATION AND CONSENT

I understand:

1. The information given on this Application is true, accurate, and complete. If not, my Application may be cancelled and my request to be added to an existing rent-geared-to-income (RGI) household will be denied.
2. All required supporting material or documents needed by the City of Hamilton, its representative(s), Access to Housing or Housing Providers, will be provided.
3. The application must be signed, but where the person required to sign does not have the capacity, it can be signed by an approved person who has power of attorney or legal authority to sign the application on behalf of the individual.

#### Consent and Authorization

All persons who sign this application consent to the exchange of personal information between the City of Hamilton and any relevant persons, Housing Providers or institutions for the purpose of verifying the information supplied in this application, for determining eligibility for housing assistance.

All persons who sign this application and who receive Ontario Works (OW) or Ontario Disability Support Program (ODSP) assistance or child care subsidy consent to the exchange of personal information between the City of Hamilton and OW, ODSP or child care subsidy offices for the purpose of verifying eligibility and the level of housing benefits or assistance.

Date: \_\_\_\_\_ Signature of Applicant (person moving in): \_\_\_\_\_

Signature of current RGI Tenant requesting addition to Household: \_\_\_\_\_

#### FOR ATH USE ONLY

Eligibility checked by ATH

Yes  No

Date Housing Provider Notified:

Notes:

Staff Initial: