

<b>RGI Overhoused Policy</b>	
VICTORIA PARK COMMUNITY HOMES - CORPORATE POLICIES	
Policy Number: <b>B2.7</b>	Sub-section: <b>Resident &amp; Property Services</b>
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## 1. Policy Statement

- 1.1 Victoria Park Community Homes (VPCH) supports the local rules and regulations set out by the Service Manager as local eligibility rules in determining the size and type of unit permissible for households receiving rent-geared-to-income (RGI) assistance.
- 1.2 VPCH is committed to supporting tenant needs in determining what is reasonable concerning their unique household needs.
- 1.3 Overhoused households continue to be eligible for RGI assistance and are not required to move for one year from the date of their becoming overhoused.

## 2. Purpose

- 2.1 This policy explains the actions required when a RGI household has been deemed as overhoused due to residing in a unit that is larger than the largest unit for which they qualify, as defined by local occupancy standards.

## 3. Definitions

- 3.1 Household: A household represents all people who occupy a recognized VPCH rental unit regardless of their relationship to one another and are identified as tenants/occupants on the lease agreement.
- 3.2 Occupancy Standards: Local occupancy standards set out the maximum and minimum unit size for which an RGI tenant is eligible, as well as some exceptions that may permit a larger unit.
- 3.3 Overhoused household: A household is deemed to be overhoused when fewer people are living in the home than the minimum number required for the size of the unit. The RGI household is thereby occupying a unit that is larger than the largest unit the household is eligible for based on the number of people and the number of bedrooms in the unit.

3.4 Caregiver: A caregiver can be an agency support staff, relatives, or qualified friends that move into the household unit to provide daily support to the person living in the unit, a minimum of 5 nights per week.

**4. Scope**

4.1 This policy applies to all VPCH rent-geared-to-income households where a change in the number of people residing in a unit no longer complies with the occupancy standards as stipulated by the Service Manager.

**5. Policy**

5.1 The following table outlines the largest and smallest unit size that a RGI household is eligible for based on the number of people.

Household composition	Unit Size – Number of Bedrooms	
	Largest unit	Smallest unit
Single person	one bedroom	bachelor
2 people (who are spouses of each other)	one bedroom	bachelor
2 people (who are spouses of each other + 1 dependent child)	two bedroom	two bedroom
2 people (who are not spouses of each other)	two bedroom	one bedroom
More than 2 people	two bedroom	one bedroom for every two people + one additional bedroom when there is an odd number of people
*A 3 person household (2 spouses + 1 child) may reside in a one bedroom unit provided the size of the unit does not contravene any legislation.		

5.2 Consideration for additional bedrooms may be considered in the following circumstances:

Circumstance	Description and Criteria
Disability or medical condition	A larger unit is reasonably necessary due to a disability or medical condition verified by a medical professional unless a second bed cannot be accommodated within

	a shared bedroom
Medical equipment storage	Verification of a serious medical condition that necessitates the storage of medical equipment. The specifications of the equipment must be provided for the determination of storage needs.
Live-in Caregivers	Verification is required that the caregiver does not maintain residency elsewhere. The caregiver's income is included in the calculation of RGI subsidy. A physician's note is required detailing the need for an overnight caregiver and the number of nights per week. The need for a caregiver will be assessed annually and verification required each year.
Pregnancy	Medical verification is required from a primary health care provider certified by the Province of Ontario. The verification must confirm the pregnancy.
Shared Custody and Access	<p>A household member has shared custody or access rights concerning a child who is not a member of the household; and,</p> <ul style="list-style-type: none"> <li>- the household member is either a parent or legal guardian of the child(ren)</li> <li>- the household member is subject to a Court Order, has provided a notarized statement or letter from a lawyer regarding custody arrangements or a domestic contract that is valid under the Family Law Act and is written and signed by both parties and witnessed (e.g. a separation, private or paternity agreement, or family arbitration agreement)</li> <li>- when a domestic contract or court order indicates sole custody, but it is not clear whether the child should be included, consideration is given if the child is living the parent's RGI unit at least 40% of the time.</li> </ul>

5.3 VPCH will advise a household they have become overhoused and the household will be added to the VPCH internal transfer list for any appropriately sized unit within the same region. In addition, the household may choose to apply to the centralized waiting list immediately. If VPCH does not have an appropriately sized unit within the same region, the household must apply to the centralized waiting list.

VPCH will make suitable offers during the first 12 months of being overhoused; however, the household can refuse any transfer offers.

After the first year has passed, if no suitable transfer offer has been accepted, the household will be required to apply to the Centralized Wait List.

If the household has not applied to the Centralized Wait List, the household will no longer be eligible for RGI assistance and their rent will be raised to market rent, under the HSA, O. Reg. 367/11, sec. 38.

Once the household has applied to the Centralized Wait List, the rules for overhoused transfers fall under the regional rules. All rules and obligations will be provided at the time of acceptance to the Centralized Wait List.

5.4 VPCH recognizes there are few fully accessible units and where a household becomes overhoused, provided the household is on the internal transfer list and also the centralized waitlist – there may be occasions when the household is not required to move within the timelines cited in this policy.

5.5 When a decision is made regarding overhoused status, a notice of decision is issued and information provided on how the household can request a review is included. The household has 10 days after receiving the notice of decision to submit a request for review.

## 6. Reference Materials (Resources used in the development of this Policy)

- [Housing Services Act, 2011 \(HSA\)](#)
- [Housing Services Act, 2011, O. Reg. 367/11](#)
- [Housing Sector Published Policies & Resources](#)