

Social Housing Notification

Policies & Procedures No. 15-09 July 14, 2015

The Requirements, Recommendations and Guidelines in this communiqué are to be implemented by the housing providers administered under the legislated programs/Operating Agreement identified below:

- √ Providers under *Housing Services Act, 2011*
- Providers under a Federal Operating Agreement
- √ Requirement
- Guidelines
- Information Only

Subject

Wait List Management Modified Chronological

Legislative Reference: Housing Services Act, 2011, s. 47, O. Reg. 367/11, s. 45 and s. 46

Purpose/Overview

To confirm the process for the selection of households from the centralized waiting list.

Background

The Social Housing Reform Act prescribed the method by which wait lists for rent-gear-to-income assistance would be maintained by Service Managers.

The *Housing Services Act, 2011* (HSA) gives Service Managers the option of establishing their own systems for selecting waiting households. The HSA continues to require mandatory priority placement on the centralized wait list and ranking for Special Priority status (SPP) applicants (victims of domestic violence).

The HSA also gives Service Manager's the discretion to enter into an "exchange agreement" with other Service Manager areas that would permit transfers of existing rent-gear-to-income households between Service Manager areas. If such an agreement were in place the "exchange" would be without regard to wait list or priority on the wait list.

Local Rule

The City of Greater Sudbury (CGS) has confirmed the existing policy for a **modified chronological system** of maintaining the centralized wait list and for the selection of applicant households.

CGS previously adopted a local priority category Urgent (URG) status. Those households who meet the basic eligibility criteria and the criteria for Urgent status rank immediately behind special priority applicants and ahead of all chronological applicants. Households who meet the following criteria are eligible for Urgent status on the centralized wait list and rank immediately below eligible Special Priority (SPP) households:

- persons who are living on the street;
- persons living in substandard housing which has been condemned by the municipality;
- persons using the emergency shelter system as their primary residence or persons whose homes have been destroyed by natural disaster;
- persons awaiting release from hospital who cannot return to their former place or residence and will not be released from hospital until suitable accommodation is found, or
- families whose children are at risk of apprehension by child protection agencies due to the household not having adequate housing, and lack of housing is the only protection issue outstanding.

The centralized wait list is maintained on a chronological basis after any priority category applications are considered. The applicant with the oldest date of application ranks ahead of an applicant with a later date of application.

Only those applicants who meet the basic eligibility criteria for rent-geared-to-income assistance will be added to the centralized wait list.

The City of Greater Sudbury has confirmed that applications from households currently residing in rent-geared-to-income accommodations will be added to the centralized wait list with their current date of application.

No request to enter into an “exchange agreement” will be entertained.

Maintaining the centralized wait list on a modified chronological basis ensures that the housing needs of those applicants with the most urgent housing need (SPP & URG) are addressed relatively quickly, and that all applicants have a reasonable expectation of being housed.

Action Required

The Housing Registry will maintain the centralized wait list using the modified chronological system.

The ranking system will be as follows:

Special Priority Applicants (SPP) - applicants who have met the basic eligibility criteria for rent-geared-to-income assistance, and the criteria for special priority placement on the wait list.

Urgent Status (URG) – applicants who have met the basic eligibility criteria for rent-geared-to-income assistance, and the criteria for Urgent status placement on the wait list.

Chronological – applicants who have met the basic eligibility criteria for rent-geared-to-income assistance, and have been added to the centralized wait list based on their date of application.

If you have any questions, please contact your Program Administrator.

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(Disponible en français)