

Community Housing Notification

Policies & Procedures No. 20-06

July 1, 2020

(revokes Social Housing Notification 20-02)

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

Urgent Status on the Centralized Wait List

Legislative Reference: *Housing Services Act, 2011* s. 47, Ontario Regulation 367/11 s. 40.

Purpose/Overview

To confirm the existing policy establishing *Urgent* as a local priority access category for the City of Greater Sudbury's centralized wait list system.

Background

The *Housing Services Act, 2011* gives Service Managers the option of establishing their own systems for selecting waiting households. Mandatory priority placement on the centralized wait list for Special Priority (SPP) applicants (victims of domestic violence or human trafficking) still prevails.

The City of Greater Sudbury has confirmed one (1) additional local priority access category: *Urgent*. Households assigned *Urgent* status rank immediately below Special Priority applicants and ahead of all other chronological applications.

Local Rule

All applicants seeking rent-gear-to-income (RGI) subsidy must meet the provincial social housing program eligibility requirements in order to qualify for placement on the centralized wait list.

In order to qualify for ***Urgent*** status, a household would be required to meet one (1) or more of the following criteria:

- Persons who are living on the street (no shelter - absolute homelessness and accessing emergency homelessness services); or
- Persons living in substandard housing which has been condemned by the municipality, for example: property standards violations which require that the unit be vacated in order to complete the work, confirmed by a Court Order or an Order of the Ontario Rental Housing Tribunal; or
- Persons using the emergency shelter system as their primary residence, and accessing emergency homelessness services; or
- Persons whose homes have been destroyed by fire or natural disaster; or
- Persons awaiting release from hospital who cannot return to their former place of residence and will not be released until suitable housing is found; or
- Households whose children are at risk of apprehension or will not be returned by child protection agencies due to the household not having adequate housing AND the lack of adequate housing is the only protection issue outstanding.

NOTE: There is no priority status for medical conditions or for overcrowded living conditions.

Operational Considerations:

- In order for a household to be granted ***Urgent*** status, all required documentation must be provided at the time of application.
- Households receiving ***Urgent*** status will be ranked according to the chronological date.
- An applicant with ***Urgent*** status must be willing to accept any offer of an appropriately sized RGI housing unit within at least one geographic area of their choice (i.e. Chelmsford, Capreol, Lively, Sudbury, etc.).
- An applicant with ***Urgent*** status will lose their status once they have declined a valid offer of accommodations for a unit from the project selections made on their application. After refusing a unit, the applicant will have thirty (30) days to request reactivation of their application and will receive a new date of application.
- ***Urgent*** status will be given to applicants/co-applicants where both meet the criteria.
- In the case of joint applicants applying for ***Urgent*** status due to homelessness, in the event that one of the applicants has adequate shelter, the status will not be awarded.
- If the household ceases to satisfy the criteria or cancels their application, a new request for ***Urgent*** status will not be reviewed unless there has been a change in the circumstances and all required documentation is provided.

Urgent status will not be assigned in situations where the RGI household is homeless as the result of having recently been evicted from an RGI unit for cause, or if the household has recently vacated an RGI unit without just cause.

Urgent status will not be assigned in situations where an individual is a guest in another household (i.e. couch surfing).

Households who deliberately provide false or misleading information may lose their *Urgent* status.

Documentation Requirements

- Properly completed Request for *Urgent* status and Confirmation of *Urgent* status forms must be provided to the Housing Registry in order to qualify for *Urgent* status.
- Once the request is complete and submitted to the Housing Registry, written notice of the decision whether or not to grant the applicant's request for *Urgent* status is forwarded by the Housing Registry to the applicant.

For Households in an Emergency/Homeless Shelter:

Once an offer of accommodation is made, the household must have the emergency/homeless shelter complete and re-submit a new Confirmation of *Urgent* status form to the Housing Provider within **three (3) full business days from the date of the offer**. Failure to complete and re-submit this form to the Housing Provider will result in the offer being rescinded and *Urgent* status removed.

No Residency Criteria

Ontario Regulation 367/11 s. 40 states that a local eligibility rule may not treat a household differently from other households because the household resides, or at any time in the past did reside, outside of the Service Manager's service area.

Action Required

The Housing Registry will assess eligibility for *Urgent* status at the request of the applicant. Before eligibility for *Urgent* status is considered, the applicant's eligibility for RGI subsidy and inclusion on the centralized wait list must be established. The Housing Registry is not responsible to determine the *Urgent* status of applicants that are ineligible for RGI (i.e. market rent households, etc.).

The Housing Registry will notify all applicants of the outcome of their request for *Urgent* status. If *Urgent* status is denied or removed, the applicant will be notified of their right to request a review of the Housing Registry's decision.

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

A handwritten signature in cursive script that reads "C. Briscoe".

Cindi Briscoe, B.A.
Manager, Housing Services
(Disponible en français)