

Program Instructions



This Program Instruction applies to the following:

- ✓ HSA Part VII Housing Providers (Provincial Reform)
- ✓ Rent Supplement – Social Housing Rent Supplement Program
- ✓ Rent Supplement – Commercial Rent Supplement and Homelessness Prevention Program
- ✓ Former Federal Program Housing Providers (s. 15.1/27, s. 56.1/95)
- ✓ York Region Portable Housing Benefit
- ✓ **Housing York**
 - ✓ Public Housing
 - ✓ HSA Part VII

LOCAL ELIGIBILITY RULE: INCOME LIMIT

This Program Instruction repeals and replaces Program Instruction 2021-02 [HSA]

Effective Date: July 1, 2023

Summary

York Region has a local eligibility rule in accordance with the *Housing Services Act, 2011* that restricts households with high incomes from qualifying for subsidized housing. The income limit applies only to applicants on the subsidized housing wait list.

Households with an adjusted family net income (AFNI) over \$80,000 are not eligible for York Region's subsidized housing wait list.

This Program Instruction outlines York Region's income limit and provides guidelines on applying the income limit. York Region will periodically review the income limit.

Community and Health Services

Housing Services

1-877-464-9675

TTY 1-866-512-6228

york.ca

The logo for York Region, featuring a stylized white star with a swoosh above the text "York Region" in a white serif font, all set against a green and teal background.

Background

Under *O. Reg. 367/11*, s. 32.4 of the *Housing Services Act, 2011*, Service Managers are required to establish local eligibility rules that require a household's income to be below a maximum value to be eligible for subsidized housing.

INCOME LIMIT

Households with an AFNI above \$80,000 are not eligible for the subsidized housing wait list or to receive a rent subsidy. Incomes of all household members 16 years of age or older are included in the calculation of AFNI, unless they are full-time students.

AFNI is typically determined using tax-based net income. This is the amount set out on Line 23600 of a household member's Canada Revenue Agency Notice of Assessment or Proof of Income Statement from the most recent tax year. If a household member has not filed their income tax return, or the tax-based net income amount does not reasonably reflect current average income, the approximated net income method may be used to determine AFNI. Additional details are provided in [Program Instruction 2021-08: Adjusted Family Net Income](#).

Housing providers will only apply the income limit to incoming households at the time of offer. Despite the income limit, incoming households do not qualify for subsidy if their initial rent subsidy calculation would result in a rent amount equal to or greater than the market rent for the unit. In some cases, households with AFNI at or below \$80,000 may be eligible to be on the wait list but will not qualify for a subsidy because their calculated rent would be greater than the market rent for the unit. These households may remain on the wait list and may be offered market units, if available.

Annual and In-Year Reviews

The income limit does not apply once a household begins receiving a rent subsidy. Additional details are provided in [York Region's Guide to Administering Rent-Geared-to-Income](#) (Section 8.3: Maximum Rent).

Procedures

APPLYING FOR HOUSING

The Housing Access Unit will review income information for all household members 16 years of age or older at the time of application to determine if the household's AFNI is at or below the Region's income limit. Household members in full-time studies under the age of 18 are not required to provide Housing Access with verification of income or full-time student status.

Applicants must also update their household income once every 12 months and may be required to provide verification documents.

If the household's AFNI is deemed to be over the income limit, Housing Access will issue a Decision Letter advising the applicant they are not eligible for the subsidized housing wait list. The applicant may request a Decision Review.

WHEN MAKING AN OFFER OF HOUSING

1. The housing provider will verify household income at the time of offer.
 - a. The applicant must provide the most recent Notice of Assessment for the applicable tax year. If the most recent Notice of Assessment cannot be provided, or if it does not accurately reflect current or anticipated income over the next 12 months, housing providers may use the approximated net income approach if appropriate as outlined in [Program Instruction 2021-08: Adjusted Family Net Income](#).
2. If the housing provider determines that the applicant's household income is over \$80,000, the housing provider will not offer the unit:
 - a. Complete the process specified under Housing Provider Denies an Applicant, as outlined in the [Offer Process for Housing Providers Job Aid](#), indicating that the applicant is not eligible under the asset limit.
3. Housing Access will verify eligibility and issue a Decision Letter to the applicant to advise them that they are not eligible and complete a Decision Review if requested by the applicant.

Authority: *Housing Services Act, 2011*
O. Reg. 367/11, s. 32.4

Please contact your Program Coordinator with any questions.

May 2023

This notice will be available in an accessible format or with communication supports upon request from
1-877-464-9675 or 905-830-4444 ext. 72119

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