



Hastings County  
Community and Human Services, Housing Services  
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**Hastings County Community and Human Services  
Housing Services  
Administrative Policies and Procedures**

<b>SUBJECT :</b> Withdrawal of Subsidy Policy		
<b>APPROVED BY :</b> Hastings County Council		
<b>POLICY #:</b> HLHC 11		
<b>ORIGINAL ISSUED</b>	<b>SUPERCEDES</b>	<b>CURRENT VERSION</b>
June 2004	May 2020	September 2022

**PURPOSE**

To establish policies that are to be followed by the Hasting Local Housing Corporation (HLHC) in the withdrawal of a tenant’s Rent Geared-to-Income (RGI) assistance.

**SCOPE**

The policy applies to the units directly managed by the HLHC.

**REQUIREMENT**

The HLHC must follow proper policy when removing a rent-geared-to-income subsidy from a tenant.

**RESPONSIBILITY**

Upon making the decision to withdraw subsidy payments from a tenant, the HLHC will proceed following the guidelines outlined below:

- All potential removal of subsidies must be approved by the Assistant Manager of Operations.
- A letter will be sent to the tenant from the Property Supervisor and the Rent Calculation Clerk notifying them that they are no longer eligible for rent-geared-to-income (RGI) assistance.
- The letter must outline the reason why they are no longer eligible for RGI assistance and the date that the subsidy will be removed.



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- The tenant is encouraged to contact the Property Supervisor and Rent Calculation Clerk to clarify the reason for the subsidy being removed prior to asking for an Internal Review.
- The tenant must also be informed in the letter that they have the right to request an Internal Review of the decision.
- If an Internal Review is requested, the Manager or Delegate(s) will arrange a date for the review.

The Hastings Local Housing Corporation may remove RGI subsidies for the following reasons:

- Household does not provide annual RGI renewal documentation to determine ongoing eligibility for RGI assistance by the date requested by the HLHC
- Household has income above the HILS (Household Income Limits);
- Household has misrepresented income;
- Household owes money to a Social Housing provider from a former tenancy, and does not have a repayment agreement in good standing;
- Household does not meet occupancy standard;
- All household members have been absent from the unit for greater than 90 days within a 12 month period;
- Household has unauthorized occupants;
- If, after one year on the transfer list, an over housed household requests not to be placed on the centralized waiting list;
- One refusal for over housed transfer;
- Household has been paying market rent for a period of 24 consecutive months;
- Household has assets in excess of prescribed limits;
- Household has failed to divest an interest in residential property;
- Household has failed to pursue income;
- Household has failed to file an income tax return under the Income Tax Act (Canada) before their RGI review;
- Household has failed to report changes to information or documents pertaining to RGI eligibility, changes to household composition or income within 30 days;
- Household does not meet a prescribed eligibility criteria (i.e. minimum age requirement, legal residency requirement).

## **REFERENCES**

*Housing Services Act, 2011*