Durham Social Housing Directives
Housing Services Division | Financial Housing Services
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Subject:	**Verification of Social Assistance**
Directive Number:	**RGI 2018-05**
Date:	**June 18, 2018**

Purpose

Set out the standard for the verification of social assistance benefit unit members for the calculation of rent-geared-to-income (RGI).

Background

A benefit unit is a family unit (or part of a family unit) that receives social assistance – either Ontario Works or the Ontario Disability Support Program (ODSP). A benefit unit can consist of:

- a single person
- a person and their spouse, common-law spouse or same-sex partner
- a person and their spouse, common-law spouse or same-sex partner, and their dependent children
- a person and their dependent children

"Children" over the age of 18 may still be included as part of their parents' Ontario Works or ODSP benefit unit. Ontario Works and ODSP refer to these people as dependant adults.

Providers are required to verify the number of people included in an Ontario Works or ODSP benefit unit in order to calculate RGI. The Ontario Works or ODSP office determines the size of the benefit unit.

Providers are not required to verify the amount of Ontario Works or ODSP for determining RGI.

Verification of ODSP Benefit Unit

Effective April 2018, all family members included in the ODSP benefit unit will be listed on the ODSP monthly Statement of Assistance.

ODSP pays out the following special benefit that is not based on basic needs and shelter. Recipients are not benefit units as defined under the Housing Services Act, and RGI is not calculated against this income.

- Assistance for Children with Severe Disabilities (ACSD) – payable to the parents of a disabled child to assist them with disability related expenses and respite costs.

Verification of Ontario Works Benefit Unit

Effective August 2018, all family members included in the Ontario Works benefit unit will be listed on the Ontario Works monthly Statement of Assistance.

Prior to August 2018, housing providers will continue to use the following to verify the size of the Ontario Works benefit unit:

- Ontario Works drug card
- a letter from the Ontario Works office
- a completed Request for Ontario Works or ODSP Information form by the Ontario Works office.

The Ontario Works or ODSP Information form will be discontinued effective August 2018.

Ontario Works pays out the following special benefits that are not based on basic needs and shelter. Recipients are not benefit units as defined under the Housing Services Act, and RGI is not calculated against this income.

- Temporary Care Allowances – payable to an adult who is providing temporary care for a child who is not their dependant, and for whom they have no legal obligation to provide support. The benefit is payable on behalf of a child and is intended for their care.
- Financially dependent parents – payable to a person under the age of 18 who lives with their parent(s) and has a child of their own. The benefit is for the care of the child only.

Effective Date

This directive comes into effect on the date it is issued.

Repealed Rules

This Directive replaces Directive 2005-02 Ontario Works and ODSP Benefit Units.

Legislative Authority

Ontario Regulation 298/01, s. 48