



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

<b>SUBJECT :</b> Failure to Obtain Income Policy		
<b>APPROVED BY :</b> County Council		
<b>POLICY #:</b> H.P. /L.H.C. 4		
<b>ORIGINAL ISSUED</b>	<b>SUPERCEDES</b>	<b>CURRENT VERSION</b>
March 2002	November 2012	November 2016

**PURPOSE**

To establish set time lines regarding the amount of time an applicant or tenant will have to pursue income sources.

**SCOPE**

This policy applies to *Housing Services Act, 2011* Part VII Prescribed Housing Programs and the Hastings Local Housing Corporation.

**REQUIREMENTS**

Applicants and tenants are required to pursue income where it is reasonable to do so. The Act defines the income that is reasonable to pursue as:

- Assistance from Ontario Works and Ontario Disability Support Program
- Child support or any support under the Divorce Act
- Benefits under the Employment Insurance Act
- Any pension, other than Canada Pension Plan, or other benefits eligible for persons 65 years old or older
- Support from a sponsor (if the person is a Sponsored Immigrant)

If the *Housing Programs Branch* is of the opinion that a member of the household may be eligible to receive income from the above noted sources, and the member is not receiving such income, the Housing Programs Branch will give the household a written notice:

- Stating that the member may be eligible to receive income of the type specified in the notice
- Requesting the member to apply for that income and to make reasonable efforts to do whatever is required for the purpose of obtaining a decision on the application and receiving of that income
- Allowing the household a reasonable period of time, specified in the notice, within which to inform the Housing Programs Branch of the results of the application

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**Housing Services**  
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## **RESPONSIBILITY**

If a member of the household may be eligible to receive income, as prescribed in the *Housing Services Act, 2011*, the household will be granted 30 days to pursue this income.

## **REFERENCES**

*Housing Services Act, 2011*  
Ontario Regulation 367/11 s.31