

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

SUBJECT : Fluctuating Income Review Policy		
APPROVED BY : County Council		
POLICY #: L.H.C. 3		
ORIGINAL ISSUED	SUPERCEDES	CURRENT VERSION
May, 2007	November 2012	November 2016

PURPOSE

To determine a time period considered reasonable for averaging income in households where income from the same source fluctuates from month to month.

SCOPE

The policy applies to the units directly managed by the Hastings Local Housing Corporation.

REQUIREMENT

The legislation requires housing providers to review the rent geared to income (RGI) payable by each household;

- annually for all households
- upon new income or asset information outside of annual review
- if the adjusted family income fluctuates from month to month, averaging of adjusted income may be used

RESPONSIBILITY

The Hastings Local Housing Corporation has determined that rent will be calculated, in cases where household income fluctuates, by using income earned over the previous three month period (quarterly).

The following guidelines apply for those administering and receiving the quarterly review;

- Quarterly reviews may be used for a period no greater than 12 months. At this time, rent may be set on the average of past 12 month's income.
- Quarterly review periods will begin on the first day of the month and end on the last day of the third month.
- Quarterly reviews apply in cases of income new has that not changed, but the amount earned fluctuates
- Households with fluctuating income must submit verification (pay stubs) of actual income received during the three month period. Failure to provide this information may result in the loss of rental subsidy

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- When a quarterly review coincides with an annual review, the annual review will be conducted but the quarterly average rent will be calculated
- If significant changes occur part way through a quarter such as a loss of job or substantial increase/decrease in hours, the rent will be recalculated before the end of the quarter.
- Written notice of rent changes must be given to households within 7 business days

If a household disagrees with the method by which their rent is calculated they may request an internal review.

REFERENCES

Housing Services Act, 2011
Ontario Regulation 298/01, s. 52 & 53