

Northumberland County Community Housing Directives

Housing Services Division

555 Courthouse Road

Cobourg, Ontario K9A 5J6

Subject: Splitting RGI Households

Directive Number: 2021-19

Effective Date: Upon issuance, October 18, 2023

Intent

To establish the process when part of a rent-geared-to-income (RGI) household requests RGI in a second unit (“splitting RGI households”).

Background

RGI subsidy is provided on behalf of all people living in the RGI unit. When someone moves out of an RGI unit, they are no longer entitled to RGI.

Sometimes households ask for a second RGI unit to accommodate such things as family separation or multi-generational households. This is commonly referred to as “splitting the household” or “splitting the tenancy.”

Northumberland County Housing Services does not support splitting RGI households.

Options

RGI tenants or co-op members that want to split their household have two options:

- The person(s) who wants to move out can apply for RGI in their own right and be added to the chronological wait list to move to a new RGI unit.

- The person(s) who wants to move out can transfer to a market unit with the same provider (if applicable), subject to the internal transfer policies of the housing provider.

The person(s) who remain in the RGI unit continue to be eligible for RGI.

Centralized Waitlist Applications

If part of an RGI household wants to apply for a second RGI unit, they must apply directly to the centralized waitlist.

- The person(s) who wants to move must complete the Application for Rent-Geared-To-Income Housing application and return it to the housing provider.
- The housing provider will forward the application to Northumberland County Housing Services and advise that the RGI tenants/co-op members want to split the household.

Northumberland County Housing Services will treat this as a new application, because the applicant will be applying for a second RGI unit.

Transfer to Market Unit

If part of the RGI household wants to move to a market unit with their current housing provider, they may do so subject to the internal transfer policies of the housing provider. They are not eligible for an internal transfer to an RGI unit.

If the tenant or co-op member applies for in-situ RGI after the move to the market unit, the housing provider will notify them in writing that they are ineligible for immediate in-situ RGI (including the right to request an Internal Review) but may apply directly to the centralized waitlist.

If the tenant or co-op member wants to be placed on the centralized waitlist:

- The market tenant or co-op member must complete the Application for Rent-Geared-To-Income Housing form and return it to the housing provider.
- The housing provider will forward the application to Northumberland County Housing Services with a copy of the notice of ineligibility for immediate in-situ RGI.

If RGI eligible, the tenant will be placed on the centralized waitlist without priority.

Special Priority

If an RGI tenant or co-op member requests to split a household because of human trafficking or family violence, the file must be referred to Northumberland County Housing Services for assessment of special priority (SPP) eligibility.

The tenant or co-op member will complete the Application for Rent-Geared-To-Income Housing along with the Application for Special Priority and submit it to Northumberland County Housing Services. Northumberland County Housing Services will determine if the tenant or co-op member is eligible for SPP and notify them and the housing provider of the decision.

If eligible for SPP, the partial household may be placed on the provider's internal transfer list with priority. The tenant or co-op member will also be added to the centralized waitlist with priority status for the locations chosen.

If ineligible for SPP, the partial household is not eligible for an internal transfer to another RGI unit. They will be added to the centralized waitlist without priority for the locations selected.

If part of the household is eligible for SPP and transfers to another unit, the remaining part of the household also continues to be eligible for RGI, subject to occupancy standards and rules for overhoused households.

Extenuating Circumstances

Housing providers may permit splitting RGI households if there are other extenuating circumstances to support a second RGI unit. Housing providers must first contact the Housing Services Division for approval.

Repealed Rules

N/A

Legislative Authority

Ontario Regulation 367/11, s. 46, 47



Community &
Social Services

If there are any questions please contact the Service Manager for Northumberland County Housing Services at 905-372-3329.

SCHEDULE A
