

Victoria-Shuter Non-Profit Housing Corporation

Obtainment of Income Procedures

The goal of this procedure is to provide staff with a step by step procedure to enforce guidelines and regulations of the Housing Services Act for those RGI households who report no income. We will do this by:

- Following the Social Housing Unit's "Rent-Geared-to-Income Guide"
- Adhering to all relevant City Guidelines.

Title	Procedure for the Obtainment of Income
Supports	RGI Guide Appendix 9 Regulation 367, s.21
Version	First, May 2013
Date Reviewed of Revised	
Purpose	To ensure that Victoria-Shuter Non-Profit Housing Corporation complies with the H.S.A. and its regulations regarding households who report no income.
Frequency	Annual or Mid Year Changes
Procedure Owner	Property Manager, Board of Directors
Who Performs	Property Manager and Reviewed by Senior Property Manager
Performance Expectations	1. To follow the procedure on what to do when a household reports no income in compliance with the HSA, following the Social Housing Unit's RGI Guide and adhering to the relevant City Guidelines.
Publication	1. Hard copy in Policies & Procedures binder. 2. Electronic copy - Property Manager's hard drive 3. Back-up copy on external hard drive and/or cloud back up service.

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Detailed Procedure for the Obtainment of Income

Steps	Role	Tasks/Work Activities
Steps in the procedure	Responsibility for Performing this Function and Monitoring	A detailed description of the tasks and work activities that must be performed to complete this step.
1. Prepare the Obtainment of Income Letter Deadline Date	Property Manager.	Refer to Appendix 9: Failure to Obtain Income & Requirement to Obtain Income letter template located: <i>share/rgi/obtain income/2013/obtain income letter</i> . Prepare letter listing all applicable sources of income and include the 60 day deadline date.
2. Deliver and Document the Delivery of the Obtainment of Income Letter	Property Manager	The letter will be hand delivered by pushing the letter through the unit door or by mail allowing 5 days for delivery. Record deadline date on calendar.
3. Household provides proof of income. Calculate subsidy.	Householder Property Manager	Refer to Annual Review Procedure for RGI Recipients, Step 8. Completion of Annual Review.
4. Household does <i>not</i> provide proof of income. Loss of RGI notice	Property Manager	Refer to Annual Review Procedure for RGI Recipients, Step 8.2.g. Issue Loss of Eligibility Notice.

Victoria-Shuter Non-Profit Housing Corporation, Obtainment of Income Procedures, May 2013 passed by the board of directors at a duly constituted meeting held on May 14, 2013.