

Program Instructions



October 5, 2005

N° 2005-06

Please note if your program is not checked, this Program Instruction is not applicable to your project(s)

- ✓ Public Housing
- ✓ Provincial Reform Housing Programs
- ✓ Municipal Non-Profit Housing Programs
- Federal Unilateral Housing Programs

- Rent Supplement - Commercial
- ✓ Rent Supplement - OCHAP & CSHP

Rent Supplement Homelessness

Subject **Additional Bedrooms for Caregivers**

Authority Section 73 (1)(3) of the *Social Housing Reform Act, 2000* (SHRA)
Sections 27 and 28 of O. Regulation 298/01

Effective Date Immediately

Summary Households can request additional bedrooms for caregivers who provide a member of the household with support services that are required because of a disability or medical condition.

Background The SHRA and its associated regulations establish the number of bedrooms to be allocated to a household in an RGI unit. An additional bedroom may be approved if it is required to accommodate an individual who is not a member of the household and who provides a member of the household with support services that are required because of a disability or medical condition.

There have been issues around determining the status of the caregiver (whether or not he or she is a member of the household).

If the caregiver is treated as a member of the household (e.g. family member or room mate situation), his or her income would have to be included in the rent calculation.

In order to determine the status of a caregiver, sufficient information and documentation is required. Examples of appropriate documentation include:

- Caregiver's name and address (evidence that the caregiver has a permanent address other than that of the applicant\tenant)
- Caregiver's credentials (evidence that the individual is qualified to provide services)
- A copy of the caregiver's service contract
- Proof of payments made to the caregiver for services rendered

Procedure

Eligibility for an Additional Bedroom to Accommodate a Caregiver

An applicant or tenant is eligible for an additional bedroom to accommodate a caregiver who is not a member of the household if **all** of the following conditions are met:

- The household must request an additional bedroom for the caregiver;
- The household must submit verification from a physician that overnight caregiver services are required;
- The household must provide sufficient documentation to verify that the caregiver is **not** a member of the household. The information required includes:
 - Name of caregiver
 - Permanent address of caregiver
 - Evidence that the caregiver is qualified to provide services
 - Copy of caregiver's employment contract
 - Record of payments to the caregiver

Process

An additional bedroom will be approved for a household if all of the eligibility criteria are met as long as the caregiver provides overnight services but does not live in the household on a full-time basis.

If an additional bedroom is approved for a tenant who requires caregiver services, the housing provider will place the household on the internal transfer list for a larger unit as long as the housing provider has units of the appropriate size. There is no priority ranking for the household.

If the housing provider does not have units of the appropriate size, the household must be added to the centralized waiting list. The household must complete a new application form and building selection form. The housing provider will submit the application and all supporting documentation (including the caregiver information) to the Housing Access Unit. The household will be ranked as a new applicant.

Request for an Additional Bedroom for a Caregiver who is Considered a Member of the Household

Individuals who live on a full-time basis in a household and who provide caregiver services are to be considered as members of the household. These individuals may work outside the home on a full-time or part-time basis.

An additional bedroom will be provided for a caregiver who is considered as a member of the household **but** that individual's income from sources other than the household will be used for rent calculation purposes.

If an additional bedroom is approved, the same process as noted above is to be followed.

Action Required

Housing providers must determine the status (whether or not the individual is considered to be a member of the household) of a caregiver before approving a request for an additional bedroom for a caregiver.

Please contact your Program Co-ordinator if you have any questions.

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