



FCMHS

Frontenac Community Mental Health Services

INFORMATION GUIDE

ON RENT GEARED TO INCOME AND THE LYONS STREET APARTMENTS

This information package on rent geared to income (RGI) assistance was prepared by Frontenac Community Mental Health Services for all potential referrals to the Lyon Street Project. It provides a general overview of the legislative requirements and specific guidelines for completing the referral form for rent geared to income (RGI) Tenants.

Step 1- Obtain a standard application form from the Property Operations Department at Frontenac Community Mental Health Services (FCMHS) located at 552 Princess Street, Kingston ON K7L 1C7

Step 2- Ensure that the application form is complete. If you have any questions, please call the Property Operations Department at 613.544.1356

Step 3-Ensure that the application and the consent to disclose information for verification purposes are signed by each member of your household listed in the application who are 16 years or older.

Step 4- Submit your application form and all appropriate supporting documents to the Property Operations Department at FCMHS where your eligibility for RGI will be assessed.

If your application is not completed as required, you will be notified within 7 business days.

You are required to provide copies of income verification documents as indicated for each type of household income and income producing/non income producing assets i.e. ODSP stubs, income tax documents, OW verification, annuity statements, private fund statements, bank account statements covering the previous 30 day period – *please refer to the application for the complete list of income verification documents*

REMEMBER

Your application form and the consent to disclose information for verification purposes must be signed by each member of your household over the age of 16

If you, or a member of your household who is 16 years of age or older, is unable for any reason to sign the application and consent, than the appropriate his/her guardian, attorney or authorized person must sign the application and give the appropriate consent.

FCMHS determines eligibility for RGI assistance generally within 30 days of submission of a complete application. Incomplete forms with missing documents or information will not be considered for determination of eligibility for RGI assistance.

You can choose to pay your rent via pay direct or electronic funds transfer (EFT) from your personal bank account. The FCMHS Property Operations Department can provide you with the appropriate forms for this method of payment.

Before making a decision on ineligibility for RGI assistance, FCHMS provides you an opportunity to comment on any information that may be used for decision making.

What are the eligibility criteria for rent geared to income assistance?

The basic eligibility requirements are as follows:

- Ability to live independently, over the age of 16 with or without supports services
- Legal resident status in Canada of each member of the household
- No member of the household owes arrears as a result of either rent or damage to any housing with the FCHMS umbrella of properties or any other Social housing project. If arrears are owed a repayment schedule is in place.
- No member has been convicted for misrepresentation of income in relation to RGI assistance under the Criminal Code, by a Court of Law or Ontario Rental Housing Tribunal
- Notice of any change in information or documents must be submitted within 10 days to the Property Operations Department of FCMHS

What are the requirements relating to waiting lists?

Applications on the waiting list are ranked chronologically according to the date of application for RGI assistance

Applicants for RGI assistance become ineligible for RGI assistance in the following cases:

- 1) applicant household(s) become ineligible for RGI assistance under an annual review of eligibility
- 2) applicant households ask to be removed
- 3) applicant household(s) that refuse 3 offers of RGI unit
- 4) applicant household(s) accept an offer of RGI unit