



## Durham Social Housing Directives

Housing Services Division | Financial Housing Services  
605 Rossland Rd E, Whitby L1N 6A3  
905-668-7711 | 1-800-372-1102 | [www.durham.ca](http://www.durham.ca)

<b>Subject:</b>	<b>Splitting RGI Households</b>
<b>Directive Number:</b>	<b>RGI 2018-04</b>
<b>Date:</b>	<b>June 18, 2018</b>

### Purpose

---

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

### Background

---

Rent-geared-to-income (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.”

The Region of Durham 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 DASH 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, 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.

### DASH Applications

---

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

- The person(s) who want to move must complete the Application for RGI or Modified Housing form and return it to the housing provider.
- The housing provider will forward the application to DASH and advise that the RGI tenants/co-op members want to split the household.

DASH will treat this as a new application, not a transfer request, 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 a Regional Review) but may apply directly to DASH.

If the tenant or co-op member wants to be placed on the DASH wait list:

- The market tenant or co-op member must complete the Application for RGI or Modified Housing form and return it to the housing provider.
- The housing provider will forward the application to DASH with a copy of the notice of ineligibility for immediate in-situ RGI.

If RGI eligible, the tenant will be placed on the DASH wait list without priority.

## **Special Priority (SPP)**

---

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 DASH for assessment of special priority (SPP) eligibility. If eligible for SPP, the partial household may be placed on the housing provider's internal transfer list and/or the DASH list for transfer to another RGI unit. The remaining part of the household also continues to be eligible for RGI.

To refer the tenant or co-op member to DASH for determination of SPP, the housing provider will:

- Ask the tenant or co-op member for a safe mailing address or email address for contact.
- Contact DASH to advise that the applicant wants to apply for SPP in order to split their household.

- Provide DASH with the safe mailing address or email address.
- Confirm the names of all people living in the RGI housing unit.

DASH will send the tenant or co-op member the SPP application package for completion. The housing provider may assist the tenant or co-op member with the SPP application if the tenant or co-op member requests this.

Once the SPP application package is returned, DASH 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 may also choose to be added to the DASH wait list, in which case they will need to complete the Application for Transfer form.
- If ineligible for SPP, the partial household is not eligible for an internal transfer to another RGI unit. They may choose to be added to the DASH wait list without priority (see DASH Applications above).

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.

### **Effective Date**

---

This directive comes into effect on the date it is issued.

### **Legislative Authority**

---

Ontario Regulation 367/11, s. 46, 47