



Social Housing Directives

Policy No. 2013-10

SECTION	SUBJECT	PAGE 1 OF 2
Wait List	System for Selecting Waiting Households	January 2013

PURPOSE:

The Service Manager continues to be responsible for the management of a Centralized Wait List.

HOUSING SERVICES ACT:

A Service Manager's system for selecting households must include a Centralized Wait List for the service area and the system must include rules.

A Service Manager's system for selecting households must include a Centralized Wait List for the service area and the system must include rules that provide for the following:

1. *A household shall be added to the Wait List upon the Service Manager determining that the household is eligible for rent-geared-to-income assistance.*
2. *A household shall also be added to the Wait List if the household,*
 - i. *Is occupying a unit in the service area,*
 - ii. *Is receiving rent-geared-to-income assistance, and*
 - iii. *Has applied to be added to the Wait List because the household wishes to be transferred to a unit of a different Housing Provider (367/11 s. 45 & s. 46)*

POLICY:

The Service Manager will offer Rent-Geared-to-Income units based on the ranking of applicants on the Centralized Wait List from the earliest date of submission of an application for each housing provider in the service area.

A household shall be added to the Wait List upon the Service Manager determining that the household is eligible for Rent-Geared-to-Income assistance.



Special Provincial Priority applicants are ranked highest, regardless of their date of application; and will be chronological within the Special Provincial Priority category.

Households who cease to meet occupancy standards will be given priority on the Wait List for a smaller unit over other non-priority applications, regardless of application date.

Households already receiving Rent-Geared-to-Income assistance can apply to be added to the Wait List if they wish to transfer to a unit of a different Housing Provider by date of request.

APPROVED BY:

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