

PATHWAYS ABILITIES SOCIETY

PROCEDURE: RENT SUBSIDY

Applies to: Finance Manager, Homes Supervisor and Rent Subsidy Applicants

Original Effective Date: March 24, 2003

Effective Date: December 5, 2022

Replaces Procedure Dated: July 27, 2021

1. Interested applicants contact the finance manager or designate to complete an application form.
2. The applicant receives the first page of the Application for Subsidy form, which includes qualifications and checklist. Instruct the applicant to contact Pathways Abilities Society if there is a change in status or address.
3. The finance manager or designate:
 - Scores the application and maintains the subsidy waitlist.
 - When a subsidy becomes available views the waitlist to determine the most suitable subsidy replacement candidate. They contact the person to update their application, ensuring all information is current. They complete the reference checks.
 - Once the subsidy is assigned to a specific person, contacts the person to arrange to meet with to complete the Application for Rent Subsidy BC Housing form, the Notification of Tenancy Membership Change and the Pathways Abilities Society Subsidy Agreement.
 - Enters the subsidy recipient's information in the ShareVision Rental Subsidy list.
 - Sends the Application for Rent Subsidy and the Notification of Tenancy Membership to BC Housing. Pathways Abilities Society keeps a copy in the person's file with the covering Pathways Abilities Society Subsidy Recipient Information and the subsidy recipient receives a copy.
 - Instructs the recipient regarding the method of rent payment and to contact their financial assistance worker and provide them with a copy of their Application for Rent Subsidy. (Pathways Abilities Society may also contact the financial assistance worker to clarify the program and arrange payment of rent to Pathways Abilities Society). The individual pays their portion of the subsidy to Pathways Abilities Society and Pathways Abilities Society pays the full amount to the landlord prior to the beginning of the month.
4. The individual can choose the following methods of payment: 1. Pay their portion of the rent directly to Pathways Abilities Society by postdated cheque. 2. Pay at the end of each month with cash or cheque. 3. Have their rent portion of their BC Benefits paid directly to Pathways Abilities Society.
5. The finance manager or designate arranges to meet with the landlord to:
 - Explain the program to them.
 - Inform them that Pathways Abilities Society rather than the individual pays the rent money.
 - Collect the information regarding where and to whom the rent is payable.

6. Pathways Abilities Society inspects the apartment and completes the NP Rent Supplement Unit Evaluation form.
7. BC Housing forwards a copy of the processed Application for Rent Subsidy indicating the eligibility amount to the applicant and Pathways Abilities Society. This form is kept in the person's file.
8. The finance manager or designate maintains an updated file for each subsidy recipient.

Annual Subsidy Review

1. BC Housing sends the required forms to be completed and returned.
2. The finance manager or designate:
 - Contacts the subsidy recipient to schedule an appointment. They instruct the person to bring their BC Benefit stubs and or pay stubs.
 - And the subsidy recipient completes the annual review.
 - Returns the completed form to BC Housing. The recipient receives a copy and Pathways Abilities Society places a copy in their file.
 - Sends a letter to the subsidy recipient each year, telling them how much rent they must pay. The subsidy recipient notifies the Ministry if there is a change in the rent amount.
3. Based on the predetermined method of payment, replacement postdated cheques and/or a change may be required.
4. The finance manager or designate updates the ShareVision Rental Subsidy list.

Issuing T5007 Statement of Benefits

1. The finance manager or designate completes the T5007 submits it to the Canada Revenue Agency, provides the subsidy recipient with a copy and places a copy in the subsidy recipient's file.

Porting Subsidies

1. The subsidy recipient contacts the finance manager or designate notifying them that they want to move.
2. The finance manager or designate:
 - Determines if the person needs assistance seeking different accommodations.
 - Determines if the current landlord has been served proper notice.
 - Arranges for the person to come in and complete the corresponding documentation required and submits the information to BC Housing.
 - Follows the relevant procedures outlined above.