
ABC Housing Co-operative


Subsidy Policy

Purpose of the policy

- To set out members' rights and responsibilities for receiving rent supplement (subsidy) when available
- To establish a framework for managing the subsidy in a fair and consistent way in compliance with the BC Housing agreement and allocating subsidy to members on the subsidy waiting list, and
- To make sure that the co-op maintains the required balance of "deep core" and "shallow core" need households.

Policy

1. The co-op has entered into an agreement with BC Housing, which provides subsidy for 24 units.
2. The co-op will verify household income and assess housing charges annually (annual income testing) for all subsidized units based on the BC Housing agreement and Rent Calculation Manual.
3. Households applying for subsidy must complete the application form and provide the required proof of household income.
4. Households that do not submit a form will be assessed the maximum housing charge for the unit.
5. The co-op may ask for further proof of income as required.
6. The Co-op Coordinator will:
 - a. verify that applicants qualify for subsidy,
 - b. calculate the amount required for each applicant,
 - c. notify the applicant of the assessed housing charge, and
 - d. administer the subsidy waiting list.
7. After the annual income testing, the Co-op coordinator will give 60 days' notice of the assessed housing charge.

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8. The Co-op may stop providing subsidy to a household for any or all of the following reasons:
 - a. an increase in income disqualifies the household,
 - b. failure to report increases in household income at the annual review,
 - c. wilful falsification of the form or proof of income, and
 - d. failure to abide by the subsidy policy.
 9. Any member denied subsidy or disputing the amount of subsidy granted may appeal the decision to the board. The decision of the board is final.

Subsidy waiting list

10. When all 24 of the designated units are receiving subsidy and households paying full housing charge apply for subsidy, the co-op will establish a subsidy waiting list of members who are eligible for “shallow core” need and “deep core” need subsidy.
11. Households on the subsidy waiting list will receive the subsidy when it becomes available. The co-op will try to maintain or restore the balance between “deep core” and “shallow core” needs as required in the operating agreement. Subsidy will be given to the household receiving the highest number of points on the BC Housing “housing need point score” system.
12. Re-designation of subsidy from one unit to another requires BC Housing approval.

Please note: This policy has to comply with the co-op’s agreement with BC Housing.

Policy approved: May 15, 2025

Replaces policy/policies: February 22, 2018



Procedures needed to carry out this policy

1. System for collecting, using, filing, sharing and protecting personal information in compliance with PIPA and PIP policies.
2. BC Housing forms and documentation required to comply with PIPA.
3. Required proof of income (see BC Housing Rent Calculation Manual).
4. Income eligibility guidelines (see BC Housing Rent Calculation Manual).
5. Schedule for annual income testing so that households receive notice of housing charge assessment on time.
6. Procedure with BC Housing for transferring designation of subsidy from one unit to a unit paying the market housing charge.
7. Grievance process for members to follow when they think their assessed housing charge has been miscalculated.
8. Brief general information sheet explaining eligibility requirements for subsidy to members and applicants.
9. Subsidy status reporting format for the overall use of rent supplement and the balance between “deep core” and “shallow core” need units.

Referenced Documents and Relevant Resources

- Housing Provider Kit
www.bchousing.org/Housing_Providers/Housing_Provider_Kit/default.asp#top
- Rent Calculation Manual