

# Communiqué

**Issue 2024-07**

**Date: December 5, 2024**

*The Requirements, Recommendations and Guidelines in this Communiqué are applicable to the social housing providers administered by the City of Hamilton.*

✓	Providers Under <i>Housing Services Act, 2011</i>
	Providers Under a Federal Operating Agreement
✓	Requirement
✓	Guidelines
	For Information Purposes Only

**SUBJECT: Updates to Housing Services SPP Related Division Policies**

The purpose of this Communiqué is to provide an update on revisions to the following policies and a summary of the changes to each.

Glossary of Terms and Acronyms	Added a reference to victims of human trafficking and provided a definition of the term.
Basic Eligibility Requirements	Added details when the Service Manager may determine an SPP applicant is eligible for RGI despite arrears owed.  Added a new section that defines SPP status, associated eligibility criteria and criteria for placing an SPP application on hold.
Document Standards	Added SPP related circumstances where the Service Managers is prohibited from requiring a person to provide information or documents to determine RGI eligibility while any of the listed situations apply.
Pursuit of Income Policy	Added that an affidavit may not be required where a special priority household believes their safety may be at risk if they attempt to obtain information or documents.

Divestment of Residential Property Policy	Updated Victims of Family Violence criteria, to clarify what situations are applicable for an extension of time to divest property.
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The website will be updated shortly to reflect the revised version of these policies. Please contact your Housing Administration Officer if you have any questions.

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