



119 Van Order Drive, Kingston, ON K7M 1B9 • Phone (613) 546-5591 • Fax (613) 546-9375

Request for Internal Review of a Decision

Information Sheet

The *Housing Services Act, 2011* allows households in receipt of rent-geared-to-income (RGI) assistance to request an Internal Review of certain decisions made by the Housing Provider. These decisions are explained to households when they receive a Notice of Decision letter.

An Internal Review is an independent and critical examination of the reviewable decision set out in the Notice of Decision and is conducted by an individual or individuals who did not participate in making the original decision.

- 1. You may request an Internal Review of the following decisions:**
 - eligibility for RGI assistance
 - continued eligibility for RGI assistance
 - size and type of unit
 - amount of geared-to-income rent payable by the household
 - Housing Provider refusal to offer an RGI unit
- 2. To request an Internal Review, a member of the household, only, must submit the “Request for Internal Review of a Decision” form within the timeline set out in the Notice of Decision. There is no process for a third party to request an Internal Review.**
- 3. If you did not request an Internal Review within the timeline set out in the Notice of Decision, you must request an Extension of Time to request an Internal Review due to certain extenuating circumstances. The Housing Provider will advise you whether the Extension of Time has been approved and if approved, an Internal Review will be conducted.**
- 4. In requesting an Internal Review, it is important that you provide all information and documentation previously requested by the Housing Provider as well as any additional information and documentation that may assist the reviewer in making the final decision.**
- 5. You may withdraw your request for an internal review by giving a written notice of the withdrawal to the Housing Provider within TEN (10) business days after the submission of this request.**

Request for Internal Review of a Decision

Name of Household Member(s) requesting an Internal Review:

Address: _____

Telephone: _____

I/We request an Internal Review of the following decision set out in the Notice of Decision letter received on _____ (date):

- | | |
|--|--------------------------|
| 1) Household ineligible for RGI assistance | <input type="checkbox"/> |
| 2) No longer eligible for RGI assistance | <input type="checkbox"/> |
| 3) Type or size of unit | <input type="checkbox"/> |
| 4) RGI amount payable | <input type="checkbox"/> |
| 5) Housing Provider's refusal to offer an RGI unit | <input type="checkbox"/> |

If this request is being submitted more than 90 days after the household was notified of the decision, then a request for Extension of Time is required.

☐ I/We, also, request an Extension of Time to request an Internal Review due to extenuating circumstances as follows:

_____ I/We understand that:

- a decision that can be reviewed is final if the request has not been submitted within twenty-eight (28) days after the day the Notice of Decision is received, and there was no Extension of Time requested.
- a decision of the individual(s) conducting the Internal Review is final once it is made.

Household Member Signature

Household Member Signature

Date: _____

Notice with Respect to the Collection of Personal Information

Personal information contained in this form or in attachments is collected pursuant to the *Housing Services Act, 2011, Personal Health Information Protection Act, 2004, the Freedom of Information and Protection of Privacy Act (R.S.O. 1990 c. F31)* or the *Municipal Freedom of Information and Protection of Privacy Act (R.S.O. 1990 c. M56)*, as applicable, and will be used for the purpose of an Internal Review.

Questions about this collection of information should be directed to:

Chief Executive Officer

Kingston & Frontenac Housing Corporation