

Continued Eligibility – Rent Assistance Benefit (RAB)

Rent Assistance Benefit (RAB) are benefits paid directly to Civida (CIVIDA) subsidy recipients to help make their rent with a private landlord more affordable. Civida is not the landlord in this program.

Continued Eligibility

Annual Income Review – To continue receiving Rent Assistance Benefits, recipients must complete an annual income review before the anniversary of their RAB agreement.

Household Income Limits – Recipients must remain under the Household Income Limits (HILs) set annually by the Government of Alberta. If the recipient is still eligible, Civida will recalculate their supplement amount. If they are no longer eligible, the supplement will be cancelled.

Changes in Household Information

For more information about eligibility, how to receive an RAB, and how much you can

As part of their RAB agreement, recipients must tell Civida if:

- Their contact information changes.
- They move or plan to move.
- They want to move someone in or out of someone moves in or out of their household.
- A roommate moves in
- Their income changes.
- They rent out a room in their home to someone who is not part of their household.
- The market rent for their home changes.

These changes may impact a recipient's RAB amount or eligibility.

Informing CIVIDA – Recipients must tell Civida of any changes within two months of the change. If recipients

do not tell Civida about these changes, their benefit may be cancelled.

Recalculating the Benefit – We will recalculate the benefit amount after receiving documentation verifying changes in the household income, composition, rent or accommodation.

Adjusting the Benefit – Adjustments to rent benefits based on a change of address or change of household will take effect the date Civida is notified of the change, not the date of the change itself unless there is sufficient advance notice of a move or a new household member.

Frequently Asked Questions

What if my mailing address, email or phone number have changed?

Complete the Change of Household Information form. If your income changes, your Rent Assistance Benefit amount may change.

If you or someone in your household begins receiving Alberta Income Support, your benefit or rent may

change based on the core shelter rates.

If your household income has decreased by \$35/month or more, Civida can temporarily increase your supplement. You must reapply before the beginning of the next month if you require another temporary adjustment.

If your benefit amount is adjusted within four months of your annual income review, your benefit, your benefit will not be readjusted unless your income decreases by \$35/month or more again.

What if someone has moved into my home?

If the person is being added as a household member, please complete the Change of Household Information form.

Submit the new household member's citizenship status, income and asset information so we can reassess your household eligibility.

If the new household member would make the recipient household ineligible, the recipient will be notified that they will lose their benefit. The recipient can choose not to add the new household member and keep their benefit.

If the recipient household is still eligible, the new household member will be added to the file. We will recalculate your household income and your Rental Assistance Benefit amount.

What if someone has moved out of my home?

Complete the Change of Household Information form. The household member can be removed from the recipient file. We will recalculate your household income and your Rent Assistance Benefit amount.

Can holds be placed on my benefit?

A hold will be placed on a recipient's benefit if:

- The RAB recipient moves into housing that is ineligible.
- The recipient does not provide the required information,

provides false or misleading information in the Annual Income Review form or any additional information as requested to assess the recipients continued eligibility.

- The recipient moves without informing CIVIDA or moves outside the area that CIVIDA provides Rent Assistance Benefit to.
- The recipient moves another person into their housing without notifying Civida and confirming that person as a member of the household.
- The recipient requests to have their assistance canceled.
- The RAB recipient is no longer eligible for an assistance according to the *Social Housing Accommodation Regulation*.
- The RAB recipient does not use the amount agreed to above towards the payment of their rent.
- Public funding for either Rent Assistance program is cancelled.

When can a benefit agreement be cancelled?

If the recipient remains ineligible after their benefit has been on hold for three months, their benefits will be cancelled.

If a customer became ineligible and did not notify, CIVIDA, they will be responsible to pay back any subsidies paid since they became ineligible.