

CALCULATION OF HOUSEHOLD INCOME <sup>(1)</sup>

(MONTHLY SHELTER CHARGE CANNOT EXCEED 25% OF GROSS HOUSEHOLD INCOME)

References: A. QR&O, Volume IV, Appendix 4.1

B. National Joint Council Isolated Posts and Government Housing Directive dated March 1, 2017

Please note that JavaScript must be enabled for the automatic calculations to function. You can input the data manually if you do not wish to enable JavaScript.

Occupancy Date:

Service Number: 

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Occupant Rank/Name:

Address:

HOUSEHOLD INFORMATION		
Relationship to Occupant	Name	Gross Annual Income (see notes)
1 Occupant of record (as stated above)		<input type="text"/>
2 <input type="text"/>	<input type="text"/>	<input type="text"/>
3 <input type="text"/>	<input type="text"/>	<input type="text"/>
4 <input type="text"/>	<input type="text"/>	<input type="text"/>
5 <input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL ANNUAL GROSSHOUSEHOLD INCOME		<input type="text"/> LINE (A)
25% of Annual Gross Household Income – LINE (A) multiplied by 0.25		<input type="text"/> LINE (B)
25% of Monthly Gross Household Income – LINE (B) divided by 12		<input type="text"/> LINE (C)
Monthly Shelter Charge (excluding charges for trailer pads, parking*, fuel and utilities)		<input type="text"/> LINE (D)
Occupant to be charged the lesser of (C) or (D)		<input type="text"/> LINE (E)

**(1)** Household Income is the aggregate gross income, in whatever form received, of all members of the household, or of an individual, where applicable. Additional individuals who are not counted as part of the occupant of record Household Size may reside in the RHU (CFHA must be advised). Where this occurs, those individuals must be included in the calculation of Gross Household Income that must be used to determine eligibility for the 25% shelter charge limit

**(a)** All pay and monthly allowances are included in the determination of gross household income. This includes, environmental allowances, specialist allowances, and/or post-living differential. You must also include all other sources of income including (but not limited) other employment income and/or income from government sources including EI, OAS, CPP, and QPP benefit, etc.

**(b)** The limit of twenty-five percent (25%) of gross household income applies to the full monthly shelter charge only. Charges for trailer pads, parking, fuel and utilities are not factored into the monthly shelter charge calculation. \* Garages that are not linked to a specific Residential Housing Unit and rented separately are deemed parking charges and are not to be included in the monthly shelter charge.

**(2)** Gross household income excludes:

- a. Earnings of children, or funds for the tuition of children in regular attendance at recognized institutions of learning such as scholarships, bursaries and contributions from non-resident family members,
- b. Earnings of a working spouse or common-law partner up to the amount that may be claimed as a "spousal amount" as specified in the Federal General Income Tax and Benefit Guide, as amended from time to time (\$13,808 2021-22; \$14,398 2022-23 and \$15,000 2023-24); and
- c. The Canada Child Benefit (CCB) as it is a non-taxable benefit.

**(3)** Income must be supported by current, relevant documentation which may include current pay statements from all household occupants, receipts from government benefits and allowances and/or receipts for all other sources of income. A CRA Proof of Income Statement (POIS) or Notice of Assessment (NOS) may be accepted if it provides the most up-to-date information of all income sources.

Print Form

**(4)** An application must be submitted annually using this form as all reductions cease on March 31<sup>st</sup> each year. The occupant of record must be full time employed in order to apply.

**(5)** IMPORTANT: If your monthly shelter charge no longer exceeds 25% of your gross household income, you will no longer be entitled to this reduction and the full (new) shelter charge is applied on April 1<sup>st</sup>. There is no provision to limit this increase (which could be quite significant) to the \$100 limit outlined in QR&O Vol IV, Appx 4.1 as this increase is not a shelter charge increase; this increase is a result of an ineligibility of a previous benefit and not an increase to the appraised monthly shelter charge.

Declaration

I certify that the information herein provided is accurate and complete to the best of my knowledge. I acknowledge that incomplete or inaccurate information may result in my application being denied. I further acknowledge that, in the event that a rent adjustment is applied and CFHA determines, at a future time, that any relevant information that was provided with this application was inaccurate or incomplete resulting in an understated gross household income, a retroactive adjustment to the rent charge will be made.

Signed and witnessed at \_\_\_\_\_ on \_\_\_\_\_, 20\_\_

(Witness)

(Signature of applicant)

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

(Housing Services Centre Staff)