



## WELLESLEY CENTRAL RESIDENCES INC. Application Guide and Information

Wellesley Central Hospital had a unique role in serving the gay, lesbian, bisexual and transgender communities, and older adults, in South East Toronto. In continuation of the hospital's mission, the Wellesley Institute made available space on the hospital site and joined with Fife House Foundation and WoodGreen Community Services to build The Wellesley Central Residences Inc., a supportive housing complex in the heart of the city at Sherbourne and Wellesley. The WCRI is a unique home in the urban core of Toronto, a home that recognizes and celebrates the diversity of the lesbian, gay, bisexual, transsexual, transgender, queer, intersexed communities and fosters tolerance and acceptance of all communities living at 490 Sherbourne Street.

If you require assistance completing the application form, choose someone to help you with your application. Put that person's name and contact information in the Application Form: Section 2 (c): Household Composition: Alternate Contact & Relationship to Primary Household Applicant.

Please read ALL the information before you sign the consent form. Use a pen to complete the application and be sure to print as clearly as possible.

**1. What is the Wellesley Central Residences?**

An affordable (Rent-Geared-to-Income) Supportive Housing complex located at 490 Sherbourne Street. The building has 112 apartment units. The landlord of this building is called the Wellesley Central Residences Inc (WCRI).

Fifty-Six apartments are designated for people living with HIV/AIDS with support services provided by Fife House Foundation and fifty-six apartments are designated for seniors with a variety of chronic illnesses, who need assistance with activities of daily living and whose support services are provided by WoodGreen Community Services. Residents will be integrated on each floor. The building includes a roof-top healing garden, community kitchen, communal lounge and ground floor patio. The goal is to create a safe, supportive environment of acceptance for all residents.

The **WoodGreen Supportive Housing Program** provides support services 24 hours per day, 7 days per week. These services include a range of personal support, homemaking and coordination services to seniors 59 years of age and up, who have stable medical conditions but who require ongoing assistance with activities of daily living. Bachelors and one- bedroom apartments are available. **Bachelor apartments are for single occupants only.** All occupancy standards required by law or regulations are followed by WCRI.

The **Fife House Supportive Housing Program** provides support services 24 hours per day, 7 days per week providing personal support, homemaking and other services to people 16 years of age and up who are living with HIV/AIDS as well as to families living with HIV/AIDS. **Bachelors, one, and two bedroom apartments are available. Bachelor apartments are for one occupant only.** All occupancy standards required by law or regulations are followed by WCRI.

**2. Who can apply to Wellesley Central Residences?**

To apply you must be eligible for social housing and eligible for support services provided by either WoodGreen Community Services or Fife House. See Item 3 and 4 for information.

**3. Who can apply for WoodGreen Community Services, Support Services?**

3 (a) To apply for WoodGreen Community Services, Support Services at least one member of the household must be 59 years or older and at least one member of your household must meet at least **two** criteria from Section A (below) and **two** criteria from Section B (below).

**You must attach legible and clear proof of age for each member of your household.**

**Section A Criteria**

- Applicant requires health monitoring and supervision.
- Social or emotional problem interfere with performance of activities of daily living.
- Functional limitation isolates them from community activities.
- Sensory impairment places them at risk or isolates them from community activities.
- Challenged in one or more of the following areas: Vision, Hearing, Mobility
- Cognitive impairment which lead to decline or disability.

**Section B Criteria**

**Requires Assistance with Personal Support Services:**

- |                         |                      |
|-------------------------|----------------------|
| Bathing                 | Dressing             |
| Grooming                | Toileting            |
| Mobility                | Medication Reminders |
| Transfers & Positioning |                      |

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### Requires Assistance with Homemaking Services:

Cleaning                      Laundry  
Preparing Meals              Grocery Shopping

#### 4. Who can apply for Fife House Supportive Housing?

To apply for Fife House Supportive Housing, at least one member of the household must be:

- 16 years of age and living with HIV/AIDS
- Require services offered by Fife House including personal care support, homemaking and assistance with activities of daily living
- Willing to work on an ongoing basis with staff to develop a service plan and work towards achievement of identified goals
- Able to live in an independent living environment and follow the Tenancy Agreement
- Able to manage personal finances and medications

**You must attach legible and clear proof of age for each member of your household.**

#### 5. What is a household?

A household is everyone who will live with you in the apartment.

#### 6. Who is the Primary Household Applicant?

The primary household applicant is the main contact for your household and your application.

#### 7. Who is eligible for Social Housing?

7 (a) Each member of your household must be:

- a Canadian citizen, or
- a landed immigrant (permanent resident), or
- an applicant for permanent resident status, or
- a refugee, or
- a refugee claimant with no enforceable deportation, departure or exclusion order

**You must attach legible and clear proof of status for each member of your household to your application.**

7 (b) Your application will be rejected if any member of the household has been convicted in court or at the Landlord and Tenant Board within the last two years of an offence related to rent-gear-to-income assistance or of misrepresenting their income in order to receive housing assistance.

7 (c) If you or any member of your household owes money to a social housing provider you must have a plan approved by the former landlord for arrears payments. **You must attach a copy of a written agreement, signed by the provider, stating how you or the member of your household will repay.**

#### 8. How do I fill out an application?

8 (a) Complete all sections of the application. If your application is incomplete, it will be returned to you with an explanation. Please note we will not review the application until it is fully completed and signed.

8 (b) Attach all of the documents required.

8 (c) Use the check list at the back of the application to make sure you have completed each section, enclosed supporting documents, and signed.

8 (d) Mail your application to: **Attention: Selection Committee, Wellesley Central Residences Inc. (WCRI), 490 Sherbourne St., Toronto, ON, M4X 1K9.**

**For questions or information, please call (416)925-9871 x 4903.**

#### 9. How long will I have to wait?

9 (a) Once your application is complete and you are deemed eligible for social housing **AND** eligible for support services, we will process your application and add you to the applications we have on file. We cannot predict how long you will have to wait because we do not know when there will be vacancies.

#### 10. How do I maintain my application on file?

10 (a) Notify us immediately, in writing at the above address when there are any changes on your application for you or any member of your household. If we cannot contact you, your application may become inactive. If your application is inactive, you will not be offered supportive housing. The government regulations for social housing make it your responsibility to keep your application up to date.

10 (b) At least one member of your household must continue to meet the conditions listed under **(3) Who can apply for WoodGreen Supportive Housing?**



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### or (4) Who can apply for Fife House Supportive Housing?

- 10 (c) Review your supportive housing needs regularly and advise us in writing, at the above address, airtight away if your supportive housing needs change.
- 10 (d) If we receive information from another person or agency that may affect your eligibility for RGI (Rent-Geared-to-Income) supportive housing at Wellesley Central Residences, you will be advised in writing. You will have 30 days to comment on the information after which time a decision will be made about your eligibility for supportive housing at Wellesley Central Residences. You have the right to request a review of how the decision was made.

### 11. What happens when my name has been considered for an offer?

- We will contact you.
- Additional/updated information and proof of eligibility may be required.
- You will be asked for written proof of your current income and assets before you can be offered a supportive housing unit.
- If you or anyone in your household has a financial interest in any home, anywhere in the world, you or that member of your household must agree in writing to divest themselves of the property within six months of being housed. This means the interest in the property must be sold. You do not have to act on this agreement right now but within six months of being housed you will have to provide Proof of Sale.

### 12. Financial Information

#### 12 (a) What is Income Verification?

This financial information is called **Income Verification** and is used to determine whether or not an applicant or household is eligible for rent-geared-to-income. The information is also used to calculate rent-geared-to income.

To meet the criteria for admission, each household member must submit proof of income (e.g., cheque stubs, a copy of updated bank book or statement etc.). The gross monthly income figure is required and used to calculate rent-geared-to income.

#### **Income includes money from:**

- Employment & Self Employment
- Ontario Works
- Ontario Disability Support Program
- Employment Insurance
- Old Age Security
- Canada Pension Plan
- Other Income

#### **Assets include any savings, investments or property that you own such as:**

- Employment & Self Employment
- Guaranteed Income Certificates
- Bank Accounts
- Registered Retirement Saving Plans
- A business or business license
- Real Estate such as a house, land or a farm