

1) What happens if a resident's income increases?

There is no immediate change and the TRC is not normally reviewed until the next scheduled review (annual or short-term).

2) What happens when children are living in the home of a relative who receives government assistance to care for them?

The Child in Home of a Relative (CIHR) program stopped accepting applications in March 2010. Since then, the [Extended Family Program \(EFP\)](#), delivered by the [Ministry of Children and Family Development](#), provides financial assistance for children in the care of extended family. EFP assistance is excluded from income calculations.

For family groups with any income from Income Assistance, do not include children in the home of a relative when determining household composition. For example, a single mother living with a child of her own and her niece under the CIHR or EFP would be charged the Income Assistance Flat Rent for a family of two.

3) What should be done when children are temporarily absent?

If a child or children are not living in the unit because of a custody dispute, apprehension, or other temporary arrangements, a short-term review is required every six months. In the meantime, continue to calculate the TRC as if the children were in the unit.

At the six-month review, reevaluate the status of the children's living arrangements. If the resident is still actively working to have the children rejoin the household, another short-term review date can be set, but again, calculate the TRC as if the children were there.

See the [Resident Management Guide](#) for information on what to do if the children are not returning and the tenant is over-housed.

4) How do we calculate the TRC for a live-in building manager / caretaker in core need?

BC Housing will pay subsidy for a unit occupied by a building manager or caretaker who is in core need and meets the National Occupancy Standards. Calculate the TRC using the procedures in this guide, and BC Housing will pay subsidy for the difference between the TRC and full economic rent.

See the [Financial Management Guide](#) for information on how to set the market rent for caretakers not in core need.

5) What if the housing provider collects a lower rent for the caretaker/building manager?

Some providers collect a lower rent than the TRC or market rent, as part of the caretaker's employment contract. Regardless of the rent collected from the employee, the amount to report on the Rent Form is the:

- Calculated TRC for caretakers in core need and eligible for subsidy, or
- Established market rent for caretakers not eligible for a subsidy

Any subsidy for the caretaker's unit will be based on the TRC or established market rent, not the lower amount collected by the housing provider.

If you collect a lower amount than set out above, the difference is considered a taxable benefit and should be included as part of the maintenance salaries line item in the budget. See the [Financial Management Guide](#) for more information.

6) A resident receives a Band allowance. Is this money included as income?

Only a portion of the allowance is specifically for room and board; 50 per cent of this portion is recorded as income for calculating the TRC.

7) When should I contact my NPPM?

- If you have any questions about your operating agreement
- If your market rents change
- If you require a change to your operating budget
- If you want to change your Annual Review date