



Team Name: Elderly Persons' Housing Working Group Team Lead: Vice President Finance & Capital Approved by: Vice President Finance & Capital	Reference Number: ORG.2110.PR.004 Program Area: Elderly Persons' Housing Policy Section: General
Issue Date: January 23 2015 Review Date: Revision Date: January 10 2017	Subject: Audit – Income Verification for Subsidized Housing in Elderly Persons' Housing

**SUBJECT:**

Audit – Income Verification for Subsidized Housing in Elderly Persons' Housing

**PURPOSE:**

To evaluate compliance to Southern Health-Santé Sud Elderly Persons' Housing (EPH) procedures and policies and Manitoba Housing subsidized eligibility criteria

**BOARD POLICY REFERENCE:**

- EL-02 Treatment of clients
- EL-05 Financial Conditions & Activities
- EL-01 Global Executive Restraint & Risk Management

**PROCEDURE:**

1. The Financial Analyst assigned to the respective EPH or designate conducts a random annual audit of a minimum of 25% of the subsidized unit tenant files to evaluate compliance with Southern Health-Santé Sud EPH policies and procedures and Manitoba Housing eligibility criteria for subsidized housing.
2. The results of the audit are documented within the "Audit – Income Verification for Subsidized Housing in Elderly Persons' Housing" including recommendations to achieve compliance and follow up required.
3. The completed audits are forwarded to the respective Director of Health Services and a copy to the Executive Director.
4. The Director of Health Services will follow up on the recommendations.
5. The Director of Health Services is responsible to file audits and present same upon Manitoba Housing site inspection.

**SUPPORTING DOCUMENTS:**

[ORG.2110.PR.004.FORM.01](#) Audit – Income Verification for Subsidized Housing in Elderly Persons' Housing