



Date: June 21, 2001

To: Directors
Employment & Income Assistance

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Subject: **Manitoba Housing Authority – Confirmation of Tenancy**

Employment and Income Assistance (EIA) and Manitoba Housing Authority (MHA) have established a process to be used in confirming rental information for EIA participants residing in or moving into MHA accommodations. This process involves:

1. When a participant is offered MHA accommodations, the participant will receive either a “New Applications Offer Letter” or the business card of an MHA staff member, providing their name and address. The participant will provide the letter or the business card to EIA to confirm their application for housing.
2. If the participant accepts the MHA accommodations by telephone, MHA will provide the participant with the Property Manager’s name and business address, which the participant can then relay to their case coordinator/counsellor.
3. Once the participant advises EIA, the EIA case coordinator/counsellor will send an email to the Property Manager as confirmation that EIA is approving the move to MHA accommodations, including the following information:
 - Participant’s name;
 - Number of people in the family;
 - SAMIN case number; and
 - Whether or not the rent will be paid directly to MHA.
4. Upon receipt of this confirmation, MHA will return the “Confirmation for EIA” form by e-mail (attached). This will be the only form required by EIA and replaces the requirement for a copy of a lease agreement. This form will also be used to provide future changes. A copy of this form and the accompanying email must be included in the participant’s hard copy file.

Note: All communication for confirming tenancy information for EIA participants will be through Outlook email. Please ensure that all rent direct payments are referenced appropriately by putting the MHA account number on the disbursements reference screen on SAMIN.