



**GOVERNMENT OF NUNAVUT
EMPLOYEE HOUSEHOLD ALLOWANCE (NHA)
POLICY**

POLICY STATEMENT

The Nunavut Household Allowance program (NHA) is a taxable allowance for eligible employees designed to offset some of the costs of owning or renting a home in the territory.

PRINCIPLES

This policy is guided by Inuit Qaujimajatuqangit and Inuit Societal Values. By supporting GN Employees, and through the delivery of GN programs and services, the NHA aligns with the Inuit Societal Value of Pijitsirniq; serving and providing for family and/or community. Further, by supporting GN employees who do not have the benefit of living in staff housing, the NHA aligns with the principle of Inuuqatigiitsiarniq; respecting others, relationships, and caring for people.

APPLICATION

The NHA is a program for indeterminate and term employees, or casual employees beyond 6 months of continuous employment, with the Government of Nunavut (GN) or the Legislative Assembly who own a home or are renting a home on the private market and paying rent at or above the rental rent threshold.

A monthly allowance of \$1,000, paid through the GN payroll system, is available to eligible employees on a per household basis.

DEFINITIONS

The following terms apply in this policy:

Allowance – The set of payments the GN pays to a specific eligible applicant or co-applicants under the NHA. The current allowance is \$1,000 per month, per household.

Applicant – An indeterminate or term employee, or a casual employee beyond 6 months of continuous employment, with the Government of Nunavut (GN) or the Legislative Assembly who submits an application for the NHA.

Application – The form(s) submitted by an applicant to enroll in the NHA program.

Co-Applicant – Defined as an “applicant” that is a second resident of a rental unit or owned home, who is included on, or added to, an NHA application.

- A co-applicant must meet all NHA program eligibility requirements.
- If an eligible co-applicant is added to or included on an NHA application, the allowance will be split 50/50 between the applicant and co-applicant.

Principal Residence – The primary location that a person inhabits. An individual can only have one principal residence, even if they own or rent more than one property.

Rental Rate Threshold – Applies to rental units only, and represents the minimum amount an applicant must be paying in rent each month to be eligible to receive the allowance. The rate is determined by the Department of Finance, and will be reviewed periodically.

Retroactive (“retro”) payments – NHA payments that may be provided to an applicant, based on past eligibility for the allowance. Retroactive payments may be available for new applicants, or applicants returning from leave, and are provided in lump-sum, upon application approval.

Update Request – A formal request by an applicant or co-applicant to change information about themselves and/or their housing situation, as it relates to the NHA.

ROLES AND RESPONSIBILITIES

Executive Council - Executive Council has the authority to approve departmental policies.

Minister - The Minister of Finance (“the Minister”) is accountable to Executive Council for the implementation of this Policy

Department of Finance – the department responsible for administering the Nunavut Household Allowance on behalf of the Government of Nunavut.

Deputy Minister – The Deputy Minister of Finance is accountable to the Minister for the administration of this Policy. The Deputy Minister may delegate this responsibility;

- (a) The Deputy Minister may issue directions to Department of Finance staff in support of this Policy.
- (b) The Deputy Minister may amend from time to time the guidelines that form part of this Policy.

Applicants – GN employees eligible for this benefit must apply to receive the allowance, demonstrate that they meet all eligibility requirements and inform the Department of any changes in their housing or eligibility for the benefit.

PROVISIONS

Contribution

Through the NHA, eligible recipients can receive a total of \$1,000 per month, per household. The contribution is payable only through GN payroll, and is a taxable benefit. It will be paid in 2 installments of \$500 over the first two pays of each month.

Eligibility Requirements

- Applicants must be an indeterminate or term employee, or a casual employee beyond 6 months continuous employment, with the GN or the Legislative Assembly of Nunavut.

- Applicants must not be receiving any form of housing subsidy, including subsidized GN or federal staff housing, public housing, or any other housing allowance.
- Applicants must own a home or rent a home at or above the rental rate threshold in Nunavut.
- Applicants must occupy the home or rental unit in Nunavut as their principal residence.
- There may be circumstances that allow for eligibility to the program outside of the requirements set above. For clarity on eligibility, please contact the Department of Finance.

Co-Applicants

In some circumstances, the household allowance may be split between two GN employees sharing accommodation. The total amount of the allowance paid to co-applicants will not exceed the approved NHA amount for any one physical address.

Additional details regarding co-applicants can be found in the GN Household Allowance Guidelines.

Leave of Absence

A GN employee on leave may be eligible for continued receipt of the household allowance, or retroactive pay of up to six months upon return to work. Details on eligibility regarding leave can be found in the GN Household Allowance Guidelines.

Appeals

Any applicant or recipient wishing to appeal a decision regarding the NHA may make their appeal in the form of a formal letter to the Deputy Minister of Finance. In making a decision, the Deputy Minister of Finance may consult with other Deputy Ministers, where appropriate. The decision of the Deputy Minister will be considered final.

Applications and Updates

The NHA is not an automatic benefit. Employees must apply to receive the allowance and must demonstrate that they meet all program eligibility requirements. Recipients are responsible for informing the Department of Finance of any change in their housing situation. Failure to submit required updates may result in termination of the allowance and potential claw back of payments through the Department of Finance Payroll Division and possible future applications being declined.

PREROGATIVE OF EXECUTIVE COUNCIL

Nothing in this Policy shall in any way be construed to limit the prerogative of the Executive Council to make decisions or take actions regarding the Nunavut Household Allowance, outside the provisions of this Policy.

SUNSET

This policy will be effective from the date of signature until April 1, 2028.