

In order to determine eligibility for assistance, the following information is required for you and all family members.

- Birth Certificate for self, children, spouse. If no birth certificates are available, provide Baptismal Certificate or any other documents verifying dates and places of birth
- Immigration papers / sponsorship information / proof of citizenship
- Health Card
- Verification of shelter expenses / lease or mortgage documents (rent receipts, statement of mortgage balance, mortgage payment receipts, property tax statement, mortgage documents, sale or purchase of property)
- Utility / fuel / water bill receipts, fire insurance policy (if applicable)
- Verification of all current bank account transactions & balances (updated bank book(s) for all accounts (including any accounts closed within the last _____ month(s) or open a bank account to be used for direct deposit); Other
- Motor vehicle ownership, insurance and any loan payments (if leased, a copy of the leasing agreement and monthly payments)
- Verification of Assets (R.R.S.P.'s / bonds / term deposits)
- Valuables / Assets held in trust
- Safety Deposit Boxes
- Second Property
- Disposal of assets – past 12 months
- Application for Direct Deposit
- Social Insurance Number
- Information with respect to current employment and / or proposed employment; self-employment
- Verification of current income or income pending from any source (i.e. WSIB, EI, insurance settlements, awards for pain and suffering, NCBS)
- A report from an approved health professional with respect to medical barriers to employment / Consent to Medical Information Form
- Receivables
- Verification of Life Insurance Policy including monthly premiums
- Child care receipts
- Record of Employment
- If widowed: letters of probate, proof of death, copy of any will(s), insurance amount received
- Support Provisions (i.e. private agreements, support court orders, divorce settlement which includes support)
- If Divorced: Divorce Papers / Court Order, copy of Decree Nisi and Decree Absolute or Divorce Judgment and Certificate of Divorce
- Information regarding the father / mother of child(ren); letter (Absent Parent form) documenting efforts made to locate father / mother of child(ren), if whereabouts are unknown
- School Records for dependents aged 16 years and older
- School Records for any adult in an educational program including their attendance and progress (i.e. OSAP assessment, ESL, LINC, correspondence course, etc.)
- Special items required i.e. special diet (Application for Special Diet Allowance/Pregnancy Nutritional Allowance form), medical transportation cost, list of items required for Community Start-up and Maintenance Benefit
- Tax Return for the previous year
- Other documents applicable: _____

In addition to items marked above: _____

You must provide the above document/information to your Caseworker in addition to any forms attached (if applicable) in order for your Caseworker to determine your eligibility by the date of _____

Signature

Date

Caseworker