

# Documents needed to access social assistance

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Each province and territory offer programs that provide financial help to people living on a low income. Each program has their own eligibility criteria, restrictions and application process. Below is a list of the documents and information need for application to Ontario Works (social assistance in the province of Ontario). ID requirements to other social assistance programs are similar, but please check your province and territory for additional or different requirements.

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## Name and date of birth from official government document

- Birth certificate, or
- Baptismal certificate, or
- Immigration papers, or
- Landing document, or
- Passport

**Tip:** In some instances, a health card may be accepted (especially if there are additional pieces of supporting ID). Please check with the social assistance office.

## Status in Canada, including date of arrival to Canada (if not born in Canada)

- Canadian citizenship card/certificate, or
- Permanent resident card, or
- Record of Landing, or
- Passport, or
- Notice of Decision

**Tip:** A work permit is not acceptable as confirmation of status in Canada.

## Total household income

Provide the exact total amount of money that the individual and their family members receive:

- Tax return, or income tax Notice of Assessment for the last year (for family members who are 18 years or older)
- Pay stubs (for family members who are 18 years or older)
- Statements from Canada Pension Plan (CPP) or other pension programs
- Record of Employment
- Employment Insurance (EI)
- Workplace Safety and Insurance Board (WSIB)
- Old Age Security (OAS), Guaranteed Income Security (GIS) or Guaranteed Annual Income Security (GAINS)
- Student loans
- Child or spousal support agreements
- Sponsorship payments
- Any other type of income

## Employment information for family members with jobs

- Start date of employment
  - Employer name
  - Monthly income from work
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## Total assets

Include the value and date purchased for each of the following:

- Cash
- Bank books or statements (including name of bank, transit number, account number and date account was opened)
- Life insurance policies
- Copies of savings bonds
- Statements for Registered Retirement Savings Plan (RRSP), Registered Disability Savings Plan (RDSP), Guaranteed Income Certificates (GIC), bonds or any other investments
- Property you own, other than where you live
- Vehicle(s) you own
- Other valuables including jewellery
- Trusts
- Pre-paid funerals
- Any other assets

**Tip:** There are many rules around the treatment of assets when an individual is receiving income support. Some assets such as RESPs and RDSPs do not affect eligibility but all assets must be reported.

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## Cost of housing

Provide information on the total amount paid for housing:

- Rent
- Board and lodging
- Utility bills
- Heating bills
- Mortgage agreement
- Property tax statement
- Home insurance premium statement

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## Childcare expenses (if applicable)

- Amount paid each month for unlicensed (e.g., babysitter) and/or licensed (day care centre) childcare
- Extended day (school) program fees

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## Disability related work expenses (if applicable)

- Amount paid each month for disability related items or services so that the individual can work or participate in a training program.
  - E.g. attendant care, sign language interpreter services, specialized equipment

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## Specialized expenses for a child with a disability (if applicable)

- Amount paid every year for items or services for a child with a disability.
  - E.g. transportation to medical appointments, special equipment or clothing, home repairs, extra laundry costs

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