



Niagara Regional Housing

Notice

No: 16-09
REVISED

APPLICABLE TO:

DATE: April 18, 2017

X	Municipal & Private Non Profit
X	Co-operative
X	Federal Non Profit
X	OCHAP/CSHP
X	Rent Supplement

X	Mandatory
	For Information

SUBJECT: Verification of Number of Beneficiaries from Social Assistance (OW/ODSP) Recipients

Background:

The Ministry of Community and Social Services announced that effective September 2016 people receiving social assistance will transition to using their Ontario Health Card instead of their paper drug card to access their drug coverage through the Ontario Drug Benefit program.

By January 2017, households in receipt of social assistance will no longer get a monthly paper drug eligibility card with their social assistance statement.

REVISION:

Previously housing providers would have verified the name of and the number of beneficiaries in a household in receipt of social assistance (OW/ODSP) using the drug card. Given the recent change, the housing provider will now verify the number of beneficiaries in a household receiving social assistance by having - **the household** - request a **Letter of Eligibility** from Ontario Works (OW) or Ontario Disability Support Program (ODSP) office.

The Letter of Eligibility must be requested by **the household**. This can be done by the household calling their caseworker. Providers will **not** be able to call OW or ODSP and request that a letter be sent. Some caseworkers will send the letter directly back to the providers, but **most often** it will be mailed back to the household OR the household can pick it up at the OW or ODSP office.

A sample copy of a Letter of Eligibility is attached for your information only.

Housing providers that signed a Rent Geared to Income (RGI) Service Agreement are responsible for calculating how much rent an RGI household must pay. To calculate the RGI charge the Housing Provider must first determine the monthly income for each person in an RGI household. For this reason, all members of the household who are 16 years of age or older must report their income and assets and provide documentation to verify both the source and the amount of income. Income must always be verified at source.

Reminder:

- Dental eligibility cards cannot be used to verify income.
- Bank books and bank statements are not used to verify income.

Housing Provider's Role:

Housing Providers must have the local Ontario Works or Ontario Disability Support Program office confirm the names and the number of beneficiaries in each household in receipt of social assistance.

Service Manager's Role

NRH will monitor compliance with this Notice through the Operational Reviews.

If you have any questions or concerns regarding this notice, please contact your Housing Administrator at (905) 682-9201.

(Original signed by Dan Troke)

Dan Troke, Chief Executive Officer

Attachment: Appendix "A" – Sample Letter of Eligibility



NRH Notice 16-09 – Revised
Appendix “A”
SAMPLE LETTER OF ELIGIBILITY

(Office Address and Phone #)

(Today’s Date)

Primary Benefit Unit Member Name
Address

Dear _____:

This letter serves verification that you and the persons listed below, residing at the address indicated above, are eligible for social assistance.

In this section, include the period of eligibility based on the purpose of the letter, as indicated by the client.

e.g. (for the period of: YYYY-MM-DD to YY-MM-DD)

Or (effective : YYYY-MM-DD)

Eligible benefit unit members:

List names of eligible benefit unit
Members:

Include date of birth for each benefit
unit member only if required for eligibility
Verification purpose:

First and Last Name
First and Last Name
First and Last Name

Date of Birth: YYYY-MM-DD
Date of Birth: YYYY-MM-DD
Date of Birth: YYYY-MM-DD

Sincerely,

(Name of caseworker)

- This is a **sample** letter for your information only
(this is what you can expect to receive from OW/ODSP)
- Do **not** send this to OW or ODSP