



Notice

No: 18-04

Replacing 16-09

DATE: April 9, 2018

APPLICABLE TO:

<input checked="" type="checkbox"/>	Municipal & Private Non Profit
<input checked="" type="checkbox"/>	Co-operatives
<input checked="" type="checkbox"/>	Federal Non Profits
<input checked="" type="checkbox"/>	OCHAP/CSHP
<input checked="" type="checkbox"/>	Rent Supplement

Mandatory

For Information

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

Background:

The Ministry of Community and Social Services discontinued issuing monthly paper drug eligibility cards with their social assistance statement in September 2016. People receiving social assistance transitioned 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 no longer received 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) by requesting a letter of eligibility. The housing provider can now verify the number of beneficiaries in a household receiving social assistance from the monthly **Statement of Income** form. The Statement of Income will now list the names of family members who are eligible for assistance.

- For recipients of ODSP this will take effect April 2018
- For recipients of OW this will take effect May 2018

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.

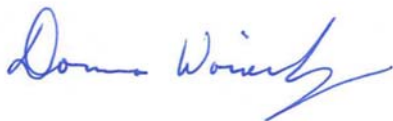
Housing Provider's Role:

Housing Providers must have the tenant/member provide a Statement of Assistance confirming local Ontario Works or Ontario Disability Support Program confirming 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.



Donna Woiceshyn, Interim Chief Executive Officer