

Rule # 09-2017

Documentation Requirements

Page 1 of 4

Originally Approved: December 2017

Revision Date:

Authority

Under the authority of the *Housing Services Act, 2011 (HSA)* and its Regulations, each Service Manager is required to develop Local Rules. The Service Manager procedures and requirements in the Local Rule are to be implemented by all Housing Providers in Cornwall and Stormont, Dundas and Glengarry (SDG) operating under the *Housing Services Act, 2011*.

Intent

The intent of this Local Rule is to identify the documentation required from a household receiving RGI assistance, in order to verify all sources of income and assets.

Local Rule

In order to verify a household's income, assets and household composition, the household must provide documentation verifying this information, either prior to the signing of the lease or at the time of an annual review.

Prior to signing any lease or occupancy agreement, the Housing Provider must ensure that the household has provided all required information in writing, for all members of the household, who will be or are currently residing in the unit.

This written verification of information should be provided in conjunction with a signed declaration from the household – declaring that the information is a true and accurate reflection of the household's assets, income and household composition. In addition, a signed consent permitting the Housing Provider to verify the information is also required.

In order to verify a household's composition, a Housing provider may accept a signed declaration, proof of legal residency for all household members or court orders confirming custody are all options for verifying members of a household.

Rule # 09-2017

Documentation Requirements

Page 2 of 4

Originally Approved: December 2017

Revision Date:

Housing Providers have the discretion to determine whether the documentation provided by a household is adequate and to request additional sources of documentation not directly specified in the following list and/or to request Income Tax documents such as a Notice of Assessment or Certified Copy of the previous year's return.

Note: All members of the household should be listed on the lease or occupancy agreement and only those occupants listed (and their dependents) should be permitted to reside in the unit.

Information to be Verified
<p>Social Insurance Number (SIN)</p> <ul style="list-style-type: none"> • SIN Card • Other official documentation showing the SIN (e.g. income tax return)
<p>Health Number</p> <ul style="list-style-type: none"> • Ministry of Health and Long-Term Care (MOHLTC) issued Health Card (i.e. photo, non-photo or temporary card) • Other official document showing the health number (e.g. letter from the MOHLTC or Citizenship and Immigration Canada (CIC))
<p>Proof of Identity and Date of Birth</p> <ul style="list-style-type: none"> • Birth Certificate • Religious records (e.g. Baptismal certificate) • Naturalization Certificate • Statement of live birth • Confirmation from the Registrar General of birth registration • Valid passport (i.e. Canadian or foreign) • Military record • Valid driver's license • National Registration File of 1940 held by Statistics Canada • Indian band records • Secure Certificate of Indian Status

Rule # 09-2017

Documentation Requirements

Page 3 of 4

Originally Approved: December 2017

Revision Date:

- Immigration documents (e.g. Record of Landing, Canadian Citizenship Card)
- Age of Majority Card
- Ontario Photo ID Card
- MOHLTC issued Health Card (i.e., photo or temporary card). Note that non-photo health cards are acceptable to verify identity and date of birth of dependent children.

Employment Status

- Record of Employment (ROE)
- Pay stubs with year-to-date amounts
- Letter of termination from employer

Income

- Monthly bank statements
- Employment receipts
- Pay stubs
- Income tax assessment (e.g. T4/T5)
- Spousal and/or child support records, if applicable (e.g. support court order, private agreement, divorce settlement, staff accessed FRO Case Management System (FCMS) records)
- Any other legal documentation to verify a declared income (ie, pensions, allowances, income producing assets, etc.)

Assets

- Bank statements
- Life insurance policies
- Funds held in trust
- Vehicle ownership registration form
- Savings plans
- Any other legal documentation to verify a declared asset

References

Housing Services Act, 2011, section 52
O. Reg. 367/11, section 29, 59-60

Rule # 09-2017	Documentation Requirements	Page 4 of 4
Originally Approved: December 2017	Revision Date:	

Local Audit Requirements	
---------------------------------	--

Completed by:	Mellissa Morgan	 Signature	Date: December 18 th , 2017
Approved by:	Stacey Ferguson	 Signature	Date: December 18 th , 2017