



Community and Social Services Division
Exception-Based Income Reporting Request Form
Ontario Works

Client Information

Client Name	Member ID	Phone Number
Current Address		
Date Requested	Name of Case Manager	

Exception Based Income Reporting

To be eligible for Exception Based Income (EBI) Reporting, all members of the benefit unit must:

- Have received OW assistance a minimum of three (3) consecutive months prior to changing to EBI Reporting.
- Have static/fixed or no income.

The following documentation is required to process your initial request, should static/fixed income be reported.

1. Verification from a recognized financial institution – (bank statements from previous month).
2. Three (3) months of pay stubs showing gross income or completed Employment Verification form.

I/we _____, understand the requirements and agree to participate in EBI reporting.

I/we understand that all changes in income or circumstances **MUST** be reported to my Case Manager even though I am approved for EBI reporting.

I/we understand that should there be any changes in income, this must be submitted by the 16th of the month as per usual IRS submissions, even though I am approved for EBI reporting. I/we understand that this includes the reporting of new employment.

I/we understand that we must meet with a Case Manager at a minimum, every 12 months to review my eligibility and participation in EBI reporting.

Client Signature: _____	Date: _____
Client Signature: _____	Date: _____
Client Signature: _____	Date: _____
Witness: _____	Date: _____

Staff Use Only

Verification Attached (if applicable) Yes No **Date Received:** _____

Case Manager Comments:

Request	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	CM Signature
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