

**You are required to provide the following information at your Verification Interview for yourself/spouse and dependents:**

**Identification**

- Social Insurance Number (or documentation from Revenue Canada with SIN number on it)
- Health Card
- Birth Certificate (baptismal certificate, certificate of live birth, immigration)
- Other:

**Expenses**

- Accommodation information
  - Lease, rent report, or letter from the Landlord which includes the landlord or superintendent’s name, address, telephone number and signature, your rental address, rental amount, your name and date, or
  - Deed of land, mortgage agreement/statement of mortgage balance/mortgage payment receipt as applicable to living arrangements)
- Most recent utility bills (hydro, water, gas, oil)
- Child/Spousal Support Agreement – Amount Paid (if applicable)

**Income**

- 8 weeks’ pay stubs
- E.I. Payments
- WSIB
- A.C.S.D.
- C.P.P.
- O.S.A.P.
- Canada Child Tax Benefit
- Boarder Income
- Support (child and/or spousal)
- Self-Employment Information (current invoice book showing past 6 weeks)
- Inheritance, Victim of Crime Settlements, Insurance Settlements in past 12 months

**Debts**

- Debts over \$500.00 (OSAP, rental arrears, credit card statements, auto loan, etc.)

**Assets**

- Bank Account Information (current 30 day statement or updated bank book)
- Canada Savings Bonds, Registered Retirement Savings Plan(s), Stocks, Bonds, Investments, Mutual Funds
- Void cheque/Direct Deposit slip
- Vehicle Ownership
- Open Bank Account(s)
- Life Insurance Policy with cash surrender value

**Miscellaneous**

- Up-to-date Resume
- Record of Employment
- Letter of Incarceration/Release
- Custody paperwork
- Medical verification of inability to work

**Homeowners Requirements**

- Mortgage(s) – including balance and monthly payment information
- Condo Expenses
- Property Tax Statement(s)
- Boarder Income
- Home, Fire, Life insurance

**Please note this list is not inclusive and you may be asked for additional papers at your Verification Interview.**

**Important Phone Numbers:**

**To apply for Ontario Works please contact:**

**Local calls:** 613.342.3840, extension 2129

**Toll Free:** 1.800.267.8146, extension 2129

**Online:** [www.ontario.ca/socialassistance](http://www.ontario.ca/socialassistance)

	<b>Agency</b>	<b>Phone Number</b>
To book an appointment for a replacement Health Card:	O.H.I.P	1-888-376-5197