

Act/ Regulations Reg 4(4), 30(1), 5(2)	Program	Social Assistance	
	Subject	Documentation Requirements	Policy #1-3
Effective Date: July 4, 2013		Authorized by:	
Revised Date:		Deputy Minister, Carol Anne Duffy	

1.0 PURPOSE

1.1 To provide consistent application of required documentation for verification of income and expenses in determining eligibility for Social Assistance benefits.

2.0 **DEFINITIONS**

- 2.1 **Applicant**: a person who applies for social assistance or a person who receives social assistance.
- 2.2 **Eligible Expenses and Income**: all allowable expenses or income that are used to determine eligibility for social assistance benefits in accordance with the *Social Assistance Act*, Regulations, and policy.

3.0 POLICY STATEMENT

- 3.1 An applicant and the applicant's spouse shall provide such information and evidence in support of an application for social assistance as may be required by the Department for the determination of the applicant's eligibility for assistance. Applicants may be asked to complete a Confirmation of Residency form.
- 3.2 Documentation must be detailed, clear, legible and authentic to support and/ or confirm eligible expenses and income of the applicant.
- 3.3 Documentation for verification of a rental payment must include the landlord's name, address, phone number, address of the rental unit, and rental amount paid within the previous 45 days.

- 3.4 Documentation for verification of a mortgage payment must be a copy of the mortgage statement document in the applicant's name. If a mortgage notification reflects dual ownership, where possible, documentation must be provided to demonstrate explanation of the expense.
- 3.5 Documentation for verification of payments for utilities, fuel, electricity, telephone, fire insurance, property taxes, water, sewage and lot rental monthly expenses, if applicable, must be in the applicant's name. Bills and/or statements issued in a third party name will not be considered for purposes of payment.
- 3.6 All income information (including wages, Canada Pension Plan, Employment Insurance, insurance payments, Old Age Security, confirmation of benefits, child and spousal support) must be confirmed with written documentation such as a pay stub, terms of agreement, or agency statement.
- 3.7 Applicants may be required to provide additional documentation to confirm expenses and income for continuing eligibility for benefits.

4.0 REFERENCES

Policy 2-2 New Applications
Policy 2-3 Applications/ Reviews