



Social Assistance Program (SAP)

- What you need to bring to your intake appointment

Shelter verification (one of the following)

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| <input type="checkbox"/> Renter <ul style="list-style-type: none"><input type="checkbox"/> Rent receipt (current or last month if no address change)<input type="checkbox"/> Rental agreement (for current address)<input type="checkbox"/> Proof of payment<input type="checkbox"/> Rental increase notice (including shared arrangements) | <input type="checkbox"/> Home owner <ul style="list-style-type: none"><input type="checkbox"/> Proof of payment (bank statement)<input type="checkbox"/> Certificate of title<input type="checkbox"/> Mortgage agreement<input type="checkbox"/> Home insurance and tax statements |
| <input type="checkbox"/> Social housing <ul style="list-style-type: none"><input type="checkbox"/> No rent receipt required | <input type="checkbox"/> Agreement for sale <ul style="list-style-type: none"><input type="checkbox"/> Copy of the agreement |

Utilities

- | | |
|---|--|
| <input type="checkbox"/> Phone <ul style="list-style-type: none"><input type="checkbox"/> Current or previous month's bill<input type="checkbox"/> Contract or documentation confirming service<input type="checkbox"/> If "Pay as You Go" -- activation document or other verification from service provider in client's name<input type="checkbox"/> All document's in client or eligible spouse's name | <input type="checkbox"/> Energy <ul style="list-style-type: none"><input type="checkbox"/> Current or previous month's bill<input type="checkbox"/> Service address matches application<input type="checkbox"/> In client or eligible spouse's name |
| <input type="checkbox"/> Power <ul style="list-style-type: none"><input type="checkbox"/> Current or previous month's bill<input type="checkbox"/> Service address matches application<input type="checkbox"/> In client or eligible spouse's name | <input type="checkbox"/> Water <ul style="list-style-type: none"><input type="checkbox"/> Current or previous month's bill<input type="checkbox"/> Service address matches application<input type="checkbox"/> In client or eligible spouse's name |
| <input type="checkbox"/> Wood/water and fuel oil <ul style="list-style-type: none"><input type="checkbox"/> Receipts | <input type="checkbox"/> Utilities metered to landlord <ul style="list-style-type: none"><input type="checkbox"/> Copy of current bill or documentation from landlord (as per Policy 15.5.5) |
| | <input type="checkbox"/> Social housing <ul style="list-style-type: none"><input type="checkbox"/> Copy of rental agreement |

Assets (cash or liquid)

- Current bank statement (bearing client name & account #; no ATM slips unless matches supporting documentation such as direct deposit form)
- Current statement from financial institution (stocks, bonds, RRSPs, GICs, etc.)

Income (hard copy of all non-exempt income)

- | | |
|---|---|
| <input type="checkbox"/> Pay stubs for current & previous month | <input type="checkbox"/> CPP/OAS/GIS statement or direct deposit advice |
| <input type="checkbox"/> Maintenance order or agreement | <input type="checkbox"/> Workers' Compensation verification |
| <input type="checkbox"/> Voluntary child support letter | <input type="checkbox"/> Record of Employment |
| <input type="checkbox"/> Employment Insurance statement | <input type="checkbox"/> Band referral |
| <input type="checkbox"/> Self-employment income & expenses | |