

# Social Assistance Program (SAP)

## - What you need to bring to your intake appointment



### Shelter verification (one of the following)

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

### Utilities

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

### 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      |   |