

Transitional Employment Allowance (TEA)

- What you need to bring to your application signing appointment



Shelter verification (one of the following)

Rent receipt

- Within the last 30 days
- In client or eligible spouse's name
- Includes either landlord's name or client's address

Lease agreement

- Within the last 90 days
- In client or eligible spouse's name
- Address matches the address on application or TEA change form

Mortgage papers/land tax statement

- In client or eligible spouse's name
- Address matches the address on application
- For the previous/current year

Written letter

- Within the last 30 days
- Includes client or eligible spouse's name
- Address matches the address on application or TEA change form
- States a rental need and is signed by the landlord

Utilities

Phone

- In the last 90 days
- Service address matches application
- In client or eligible spouse's name

Energy

- In the last 90 days
- Service address matches application
- In client or eligible spouse's name

Power

- In the last 90 days
- Service address matches application
- In client or eligible spouse's name

Water

- In the last 90 days
- Service address matches application
- In client or eligible spouse's name

Assets (cash or liquid)

- Current bank statement
- Statement from financial institution (stocks, bonds, RRSPs, GICs, etc.)

Income (hard copy of all non-exempt income)

- Pay stubs
- Maintenance order or agreement
- Voluntary child support letter
- Employment Insurance statement
- CPP Verification
- Workers' Compensation verification
- Record of Employment
- Band referral