



If you were/are attending college, provide:

- Confirmation of any funding you have received
- Confirmation of why you left and when you received your last funding

If you are working, you might still be eligible for Social Assistance. Please provide:

- All pay stubs from the previous month of employment (*for example, if you are applying for assistance in June you will need all pay stubs for income received in May*)
- Name, address and contact information of your employer
- Confirmation from your employer, if working part time/casual and that you are working the number of hours available to you

If you are above the age of 60 years old, provide:

- Proof of any pensions you are receiving
- Proof that you have or are accessing all pensions available to you

## Banking Information

You must provide copies of your bank statement for every bank account you have in your name and the name of your partner/common-law or spouse

- Bank statements for all accounts for yourself and your partner/common-law spouse (*bank statements required from the first day of the previous month to the day of your assessment*). Example if you are applying on June 10<sup>th</sup> the bank statement should be from the first of May until June 10<sup>th</sup>)

### **Proof of Income:**

- Pay stubs from employment
- Cash payments for work completed (under the table pay)
- Wages earned from selling carvings, handicrafts, jewelry, or from selling fish and fur
- If you have dependent children on your file you are required to bring proof that you have applied for the Canada Child Benefit (CCB)

- Pension income (including Canada Pension Plan, Canada Pension Plan Disability, and orphan/spouse or widow's benefit)
- Employment Insurance (EI)
- Workers' Compensation
- Child maintenance or spousal support
- If you are a single parent, you are required to apply for child maintenance
- Rent or room and board you received
- Other Income Such as *Electronic Money Transfers (EMTs), Online Winnings, Bingo, Training Allowances, Income Tax, etc.*
- Copy of last year's Income Tax

### **Proof of Assets:**

- Cars, trucks, SUV's, motorcycles, skidoos, boats or any other vehicles you own
- House or building you own
- Registered Retirement Savings Plan (RRSP)
- Trust funds
- Insurance policies
- Mutual funds
- Guaranteed Investment Certificates (GIC)
- Tax free savings account
- Bonds
- Term deposits
- Monies available in bank accounts

**It is important to understand that not all of the above will be counted as income or will have to be sold. However this information is required for your file and therefore must be produced when first being assessed.**