

District of Nipissing
Social Services
Administration Board



Conseil d'administration
des services sociaux
du district de Nipissing

DNSSAB Housing Services
Local Housing Policy

LHP – 2020-05

SUBJECT:	Applications for Assistance		
DATE of ISSUE TO HOUSING PROVIDER:			
IMPLEMENTATION DATE:	January 1, 2021	APPROVED BY:	DNSSAB Supervisor
REVISION DATE(S):	May 29, 2025	SIGNATURE:	<i>Jana Corveil</i> 75931EBBAA4B48F...
ASSOCIATED DOCUMENT(S):	Appendix "A" – Proof of Income Appendix "B" – Proof of Citizenship/Immigration		
RELATED POLICY(IES):			
ISSUED TO:	<input type="checkbox"/> Federal Section 95 Private Non-Profit Housing Program <input type="checkbox"/> Federal Section 26/27 Housing Program <input type="checkbox"/> Federal Urban Native Non-Profit Housing Program <input checked="" type="checkbox"/> Private Non-Profit Housing Program <input checked="" type="checkbox"/> Municipal Non-Profit Housing Program (Pre-1986) <input checked="" type="checkbox"/> Local Housing Corporation <input type="checkbox"/> Affordable Housing/Investment in Affordable Housing/Social Infrastructure Fund Program <input type="checkbox"/> DNSSAB Rent Supplement Programs <input checked="" type="checkbox"/> DNSSAB Housing Access		

PURPOSE

To inform all housing stakeholders of the local rule, background and compliance standard under the Housing Services Act, 2011 (HSA) and associated regulations related to the application for assistance and its required documents.

BACKGROUND

Under Section 44 (1) of the Housing Services Act 2011, Service Managers have the flexibility to decide on which documentation must be submitted for an application to be complete. These requirements are limited by O. Reg. 36/11 Section 43.

LOCAL RULE

The DNSSAB requires the following documentation to support an **initial** application for RGI assistance:

1. Income Verification – *see Appendix "A"*
2. Identification Papers/Proof of Citizenship/Immigration Status – *see Appendix "B"*
3. Child access agreements/declarations including but not limited to Child Tax Credit Statement, Court Order, Children's Aid Society Documentation, other child access documentation.

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SUBJECT:	Applications for Assistance (continued)
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The DNSSAB requires the following documentation on an **annual** basis to support an active application for RGI assistance:

1. Income Verification – *see Appendix “A”*
2. Identification Papers/Proof of Citizenship/Immigration Status – *see Appendix “B”*
 - a. **only** if there has been a change based on information provided in the original application
3. Child access agreements/declarations including but not limited to Child Tax Credit Statement, Court Order, Children’s Aid Society Documentation, other child access documentation.
 - a. **only** if there has been a change based on information provided in the original application

To ensure easier access to housing for individuals on Social Assistance, applicants will not be required to present proof of identification at the time of application. However, they must still apply for a replacement birth certificate.

Applicants will be informed that if they are offered a housing unit and fail to obtain proper identification as required, they risk losing their housing opportunity.

ACTION

That Housing Providers implement the new Local Housing Policy - *Applications for Assistance* – LHP - 2020-05.

AUTHORIZATION

Original signed by:

Signed by:

 Stacey Cyopeck
 Director, DNSSAB Housing Programs

Date: 5/29/2025

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Replaced By Policy #		Retirement Date:	
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Appendix “A” – Proof of Income

The following documents may be used as proof of income when applying for subsidized housing. Each document type must include the applicants / co-applicants name.

- Notice of Assessment
- Tax return
- ODSP income stub (most recent month) with eligibility card
- OW income stub (most recent month) with eligibility card
- CPP - Yearly statements
- OAS - Yearly statements
- 3 months bank statements showing income
- 8 weeks of pay stubs

Appendix “B” – Proof of Citizenship/Immigration

The following documents may be used as proof of status in Canada when applying for subsidized housing. Canadian Status documentation must be provided for all members of the household included in the application. Should you accept a subsidized housing unit you will be requested to provide up to date verification of your status in Canada.

- Canadian Birth Certificate or documentation from Office of the Registrar General regarding application for replacement of a Canadian Birth Certificate
- Canadian Notice of Birth Registration Card
- A Statement of Live Birth for children age four (4) or under
- A certified copy of Statement of Live Birth
- Baptismal Certificate (as long as it states the location of birth in Canada)
- Registered Indian Band Status (Native)
- Canadian Passport
- Canadian Citizenship Card or documentation from Citizenship and Immigration Canada regarding application for replacement of a Citizenship Card, or acknowledging application for Canadian Citizenship
- Canadian National Defense Card
- Permanent Resident Card
- Canadian Citizenship Certificate
- Permanent Resident Document or documentation from Citizenship and Immigration Canada acknowledging application for permanent status in Canada, i.e., on-line application confirming application accepted and being processed
- Landed Immigrant Status documents including date of landing
- Immigration documents indicating Convention Refugee, Protected Person Status or Refugee Claimants such as acknowledgement of Convention Refugee Claim, Eligibility Certificate, Notice to Appear, or Notice of Decision

A completed and signed form from a representative of a registered ID clinic confirming that the client applied for proof or replacement of the following:

- Record of Landing
- Birth Certificate
- Statement of Live Birth for children under the age of 4

A support letter from a representative of an agency or legal clinic confirming that the client applied for permanent status in Canada must be accompanied by:

- Copy of a cheque or money order payable to Immigration Canada with proof of receipt by Immigration Canada (such as cancelled cheque)
- Copy of an online application with Immigration Canada (must include confirmation of receipt)