

Documents required for your Ontario Works file

Instructions:

1. Collect the information for each item that has a check mark (✓).
2. Please provide **originals** of the following information to the Ontario Works office during appointment

If you have difficulty obtaining all of the documents by the date of the meeting, please call the Ontario Works office at 519–255–5200.

(✓)	What we need:	Type of proof:
✓	Social Insurance Number	One of the following: <ul style="list-style-type: none"> • Social Insurance card • government document, like a tax form
✓	Health number	Health Card
✓	Proof of identity and date of birth	One of the following: <ul style="list-style-type: none"> • birth certificate • baptismal certificate • immigration papers • passport
✓	Proof of status in Canada	One of the following: <ul style="list-style-type: none"> • birth certificate (if born in Canada) • Canadian Citizenship card • Permanent Resident card • Record of Landing • passport
✓	Proof of sponsorship period	All that apply: <ul style="list-style-type: none"> • sponsorship agreement • Record of Landing
✓	Proof of income (money that you receive) Any income for Temporary Care Child ONLY	All that apply: <ul style="list-style-type: none"> • income tax Notice of Assessment for the last year • pay stubs • statements from Canada Pension Plan or other pension programs • Employment Insurance • child or spousal support agreements • proof of any other type of income
✓	Proof of assets (things that you own) Any assets for Temporary Care Child ONLY	All that apply: <ul style="list-style-type: none"> • bank books or statements for the last 12 months • life insurance policies • Vehicle information • copies of savings bonds • statements for RRSPs or any other investments • proof of any other type of asset that you own
✓	Proof of how much you pay for your housing (what you pay for where you live) N/A – for Temporary Care Child	All that apply: <ul style="list-style-type: none"> • receipts for rent or for board and lodging • utility bills, such as heating, water, and electricity • mortgage agreement • property tax statement • home insurance premium statement • proof of any other housing costs
✓	Proof of loans and debts N/A – for Temporary Care Child	All that apply: <ul style="list-style-type: none"> • loan agreements • letter for personal loan • credit card statements
✓	Other	All that apply: <ul style="list-style-type: none"> • CPP Statement of Contributions •

Documents Required List

