

Applying for ODSP through Ontario Works

- If you have assets above the Ontario Works asset limit, and you have not previously used the one-time asset exemption, then you are required to complete an Agreement to Reimburse.
- If it is determined that you are not eligible for the Ontario Disability Support Program, you must repay some, or all of the assistance you have received.

Keep all Receipts/Statements

Keep all receipts and statements for at least 12 months (1 year) so your Case Manager can verify your income and expenses.

Once a year you will receive a letter with an appointment time and date for you to attend an Eligibility Verification Process appointment (EVP appointment).

Keep all of the following for 1 year:

- Pay stubs
- Bank account statements
- Income tax assessment
- Income tax return
- Child care costs
- Any self-employment books or statements
- Insurance (fire, home, life, etc.)
- Rent or mortgage payments
- Property taxes, if applicable
- Hydro, water, and heating costs

Criminal Code and OW Act

Criminal Code of Canada s.s. 380 (1)

- States that everyone, who by deceit, falsehood, or other fraudulent means, defrauds the public of any property, money or valuable security, is guilty of an offence.

Ontario Works Act, 1997, Sec. 79

- States that a person, who knowingly obtains or receives a benefit/ assistance that he/she is not entitled to obtain or receive under the act and the regulations, is guilty of an offence.

Promptly Contact Your Case Manager If...

- There are any changes in your circumstances
- You are planning to leave the province
- You begin to receive income or your income changes
- You open or close an asset (i.e. bank account, life insurance policy, vehicle etc.)

Employment Assistance

- Any member of your family, who is turning 18 years of age or older, is required to participate in employment assistance activities. This is called a "Participation Agreement".
- You will meet with a Case Manager approximately every three months to review and expand your Participation Agreement. In between meetings, you are required to tell your Case Manager of any changes to your Participation Agreement.

Three Ways to Contact Our Office

1. **Call the Interactive Voice Response system**
 - You will receive specific details in the mail on how to access this system after you receive your first cheque.
2. **Call Case Aide**
 - Simcoe 519-426-6170, Ext. 3133
 - Dunnville.... 905-774-3333, Ext. 755
3. **Leave a message** on your Case Manager's phone extension.

Revised Aug. 2014

Visit us online: www.hnss.org

Rights and Responsibilities



HALDIMAND & NORFOLK
SOCIAL SERVICES

The Ontario Works Program provides income and employment support for people in temporary financial need.

Part 1 - Financial Application (Verification Interview)

We will be verifying the information that you have provided.

Part 2 - Participation Agreement (P A)

We will be working with you to plan employment-related activities that will help you gain employment.

www.hnss.org

Rights and Responsibilities

The form explains your rights, your financial assistance and your responsibilities while you are receiving Ontario Works assistance. After signing the form, you will receive a copy.

1. **You have the right to an interview.** Any time that you meet with your Case Manager, you have the right to bring someone with you.
2. **You have the right to a decision in writing.** At the end of your interview you will know what is expected from you in order to become eligible. We will also write to tell you of any eligibility or financial decisions we make and the reasons for making them.
3. **You have the right to review the decision.** If you disagree with a decision that we make, you may make a written request within 30 days to have this decision reviewed by our local office. We call this an “internal review”.

The internal review must be completed by our office within 30 days. We will advise you of the result in writing.

If you disagree with the review decision, you can make an appeal to the Social Benefits Tribunal within 30 days of our decision.

Your Assistance

Each month that you are eligible, you will receive assistance for basic needs and shelter.

Also included with your cheque is a drug card. This card can be used to cover most prescriptions for you and members of your family, free of charge. However, some pharmacies do charge a dispensing fee, which is not covered by this office.

Full Time Employment Benefit

The full time employment benefit can be requested in writing in the 4th month of being on assistance, if you gain full time employment of 30 hours per week or more.

Part-Time Employment Benefit

If you obtain employment of less than 30 hours per week, or seasonal work, or you have begun an employment assistance activity, there is financial help for things such as:

- Advance child care payments
- Transportation costs
- Work boots, work clothes, uniforms, grooming
- Other necessary work or employment assistance, expenses, special equipment

Dental and Vision Care

Basic dental care and vision care are provided for all dependent children.

Necessary dental and vision care may also be available on a discretionary basis for adults after receiving assistance for three (3) months.

Please contact a Case Aide for pre-approval before any vision care or dental work is done.

Special Diet and Other Items

There is also money available if you have a medical condition that requires a specific and special diet.

If you are pregnant, or become pregnant, talk to your Case Manager about Pregnancy /Nutritional allowance.

If you have frequent medical appointments, we can help assist with the costs of traveling to and from your appointments.

- Taxi/cab transportation
- \$0.15/km over \$15 per month

Financial assistance is also available for diabetic supplies, surgical supplies and dressings.

At times there may be other items that you require; please talk to a Case Aide about these items.

Child and Spousal Support

You are required to meet with a Family Support Worker to discuss your support issues.

If you are a single parent, you will be required to pursue child support as part of your eligibility for Ontario Works.

If you were married or lived common-law for more than 3 years, you may be required to pursue spousal support.

You are required to complete a form providing Ontario Works with information regarding the absent parent.

Reporting Income

How do I report my income?

Each month you will receive a Statement of income. You must report all income and submit to this office on, or after, the 16th of each month.

If your Statement of Income is not submitted, your next month's entitlement may not be processed.

Report Living Arrangements and Other Changes

Tell your Case Manager immediately if there are changes in your current living arrangements, such as:

- Address or phone number
- Rent or other home cost changes
- Children leave school, return to school, start work, leave home, or return home
- The number of people in your benefit unit changes
- You, or a member of your benefit unit, leave Ontario.