

STATEMENT OF INCOME

IMPORTANT FACTS:

Statement of Income is to be returned on or slightly after the 16th of each month. Failure to do so may cause your assistance to be late.

Remember this form is to be signed by the Primary Client or Trustee only.

If you have not received any income in the last three months or if your income has been the same for the last three months; please contact your case manager to see if you are still required to fill out this form monthly.

If you are required to submit this form, please follow the steps below:

Step One: PAID EMPLOYMENT

- Report any and all income from paid employment including "cash jobs"
- If you are reporting "cash jobs" please see your case manager to determine if additional information is needed
- Please fill out your gross (pre-tax) earnings and all deductions from your pay stub (ex. Income tax, EI, CPP, uniform cost, union dues, etc.)
- Please provide copies of your paystubs
- If you have not received any income write "0" or "NIL"

Step two: CHILD CARE EXPENSES

- Please fill out the name of the provider, the name of the child(ren) receiving care, the type of care and the amount you are claiming for the income reporting period
- In addition you MUST attach a completed and signed Child Care Expense Claim Form

Step three: CHANGES REPORT AND OTHER INCOME

- Report any changes on the back of the form (living arrangements, rent changes, etc.)
- Please be sure to provide verification of the changes you are reporting (rent verification form, lease agreement, etc.)
- All other income (support, EI, CPP, gifts/loans, WSIB, etc.) should be reported on the back of the form

The back needs to be signed by Primary Client or Trustee if completed.

HOW TO REPORT YOUR INCOME

Please note: You must hand in copies of any pay stubs you received between the start and end dates. Please refer to the date you **RECEIVED** the pay not the dates that you worked.

START DATE	END DATE	HAND IN ON	MONTH AFFECTED
November 16	December 15	December 16	January
December 16	January 15	January 16	February
January 16	February 15	February 16	March
February 16	March 15	March 16	April
March 16	April 15	April 16	May
April 16	May 15	May 16	June
May 16	June 15	June 16	July
June 16	July 15	July 16	August
July 16	August 15	August 16	September
August 16	September 15	September 16	October
September 16	October 15	October 16	November
October 16	November 15	November 16	December

If you are paid weekly: You should be handing in a minimum of 4 pay stubs.

If you are paid bi-weekly: You should be handing in a minimum of 2 pay stubs.

If you work for cash: Please see your case manager to determine if additional documentation is required.

You are required to hand in an income statement even if you haven't made any money.

***UNLESS YOU HAVE BEEN INFORMED OTHERWISE BY YOUR CASE MANAGER**

If you have not made/received any money please write "0" or "NIL"