



GUIDELINE

DATE: 2002-09-23

NUMBER: 02 - 02

The policies and procedures in this Guideline are to be implemented by housing providers funded by the Municipality under the following programs:

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|--------------------------|------------------------|-------------------------------------|--|
| <input type="checkbox"/> | Public Housing Program | <input type="checkbox"/> | Aboriginal Program |
| <input type="checkbox"/> | Non-Profit Program | <input type="checkbox"/> | Public Housing Rent Supplement Program |
| <input type="checkbox"/> | Co-Op Program | <input type="checkbox"/> | Ontario Community Housing Assistance Program (OCHAP) |
| <input type="checkbox"/> | Federal Program | <input type="checkbox"/> | Community Sponsored Housing Program (CSHP) |
| | | <input checked="" type="checkbox"/> | The Social Housing Registry |

* Please note: If your program is not checked, this Guideline doesn't apply to your program.

SUBJECT: Acceptable Verification Documents for RGI Eligibility Determination

BACKGROUND: Under the Social Housing Reform Act, 2000 and corresponding regulations to be eligible for RGI assistance each member of household must meet at least one of following requirements:

- The member is a Canadian citizen
- The member is granted status as a permanent resident under the Immigration Act (Canada)
- The member is made a claim for refugee status under the Immigration Act (Canada).

Under the Application Form Part A for eligibility determination each applicant is required to provide copies of supporting documents for verification purposes.

ACTION TO BE TAKEN: To insure RGI assistance application process integrity and consistency with legislation and regulations the following verification principles apply:

- Information or copies of documents requested under Application Form must be essential to determine eligibility and to ensure the accuracy of the RGI assistance determination
- Alternative means of verification may be considered if the provision of such documents is not available and involves additional costs to the applicants.

The acceptable copies of verification documents are grouped by type of residency status and are listed below as follows:

Citizens

- Birth certificate or baptismal certificate (on church stationery with church seal registered within three years of the applicant's or participant's date of birth)
- Religious record
- Confirmation by Registrar General of Notice of Registration of Birth
- Certificate of confirmation
- Hospital records
- Immigration documents
- Indian Band records
- Landing record
- Marriage certificate
- Military records;
- National Census (1940) records
- Naturalization certificate
- Passport
- School records

Permanent residents:

- Permanent Resident Card
- Record of Landing
- Foreign passport - This document must be stamped "Permanent Resident" by Citizenship and Immigration Canada
- Confirmation of Landing
- Canadian Travel Document - The status must indicate "landed"
- Canadian Certificate of Identity
- Returning Resident Permit

Refugee Claimants

- Letter of acknowledgement of the claim issued by Citizenship and Immigration Canada (CIC).

As an alternative, a copy of SIN card may be accepted from citizens and permanent residents since it is issued by the Human Resources Development Canada and appropriate personal identification documents were required during the application process, including:

- Canadian birth certificate
- Certificate of Canadian Citizenship
- Canadian passport - Canadian Certificate of Naturalization
- Certificate of Registration of Birth Abroad issued by the Canadian government
- Certificate of Retention of Canadian Citizenship
- Permanent Resident Card
- Record of Landing
- Foreign passport with stamped "Permanent Resident" by CIC
- Confirmation of Landing
- Canadian Travel Document with landed status
- Canadian Certificate of Identity
- Returning Resident Permit.

SOCIAL HOUSING REFORM ACT, 2000 – REFERENCE:

s. 7 (1b), O. Reg. 298/01 amended to 182/02.

If you have any questions, please contact Mila Kolokolnikova, Supervisor of Program, Policy & Research.

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