

CHECKLIST
For beneficiaries of Ontario Works (OW) and the
Ontario disability support program (ODSP)

You would like to apply for Ontario Works or the Ontario disability support program or are already receiving these benefits.

Here is some important advice :

Documents to keep :

- Your benefit statements from OW, ODSP, Canada Pension Plan (CPP) or Employment Insurance and your pay stubs, if applicable.
 - * Make sure that all information and the amounts shown on these are correct;
- Your rent receipts, if you are a tenant and mortgage payment records for owners;
- Your tax and insurance statements;
- Your bills and proof of payment for hydro, gas, propane, water meters, etc.;
- All expenses pertaining to housing;
- Income tax reports;
- Bank statements/booklets;
- You should keep notes of the date, time and summary of your important discussions with your case workers and/or other workers; and
- Always keep your original documents when possible. If not, always keep a copy.

What not to do:

- Never retain rent money (whatever the reasons are);
- Never fail to declare all of your income; and
- Never ask for a loan without knowing all the consequences.

To do:

- Pay your rent. Regardless of the method of payment, always ask for a receipt;
- Declare your income;
- Keep all important documentation;
- If you receive a letter from OW or ODSP or any other program that you have questions or comments about, do not hesitate to phone your case worker to get more information; and
- Do not hesitate to contact the Clinique juridique populaire de Prescott & Russell Inc. at (613) 632-1136 / 1-800-250-9200 (You can find your local community legal clinic at <http://www.legalaid.on.ca/en/contact/contact.asp?type=cl>.)