



# Upper Nicola Community Health Services

## As Per Income Assistance Policy Information

IF THERE ARE TWO ADULTS (COUPLES) IN THE SAME FAMILY UNIT, **BOTH ADULTS** MUST ATTEND THE INTAKE INTERVIEW.

**REMINDER:** APPLICATION WILL **NOT** BE PROCESSED UNTIL WE HAVE COPIES OF **EMPLOYMENT VERIFICATION** AND ALL **COMPLETED SHELTER DOCUMENTS**

**\*IT TAKES 5 TO 8 DAYS TO PROCESS A COMPLETED APPLICATION\***

### **01. VALID IDENTIFICATION (ID): 2 for adults and 1 per child**

The following are acceptable for Social Assistance purposes: **(one MUST have picture)**

- Status Card
- Birth Certificate
- Social Insurance Number                      **\*PLEASE BRING ID for ALL Family Members**
- Driver's License
- B.C.I.D./BC Service Card

### **02. PLEASE BRING FOLLOWING DOCUMENTS:**

- Up to date bank statement **(MUST HAVE)**
- Employment Income verification form completed **(MUST HAVE)**
- Pension statement showing monthly payments
- Record of Employment – My Service Canada
- EI- Benefit Statement
- Wages/earnings for full month
- For ANY INCOME such as honorariums, gambling winnings, Band distributions ect.

### **03. SHELTER DOCUMENTS**

**CMHC (Canada Mortgage and Housing corpotaion):**

- Rent and Occupancy form must be complete with all required information
- Rental Agreement showing –
  - Start Date and end date
  - Monthly payment **(Must have a copy from Band Office)**

**NON CMHC: (Private mortgage)**

- Copy of bank and mortgage papers showing
  - Start Date and end date
  - Monthly payments

**RENTAL UNIT:**

- Proof of ownership
- Previous month's rent receipt
- Rental agreement showing
  - Start date and end date
  - Monthly payment

### **04. SHELTER:**

- Up to date bills
- Confirmation of Residence form completed – signed by the head of household
- Insurance papers if required
- Other \_\_\_\_\_

**NO BILL = NO PAYMENTS**

**\*\*\*\*\* NOTE\*\*\*\*\***

**PLEASE BE ON TIME FOR YOUR APPOINTMENT**