

OPG DOCUMENTATION REQUIRED FOR APPROVAL OF ALLOWANCE

ALL DOCUMENTATION MUST CLEARLY SHOW YOUR NAME & CURRENT ADDRESS

BOARD ALLOWANCE – (1 piece ID, 1 utility bill & Board receipt)

IF YOU OWN YOUR HOME:

1 OF THE FOLLOWING PIECES REQUIRED – Mortgage Statement or Tax Notice/Bill or Deed of Land

PLUS

One of either - RECENT Bell Phone, Cable, Hydro, Water or Gas (Fuel Oil) bill. Your name and current address must be clearly indicated.

IF YOU RENT:

1 OF THE FOLLOWING PIECES REQUIRED – Lease Agreement or Detailed Landlord Statement.

- proof must show the Landlord's name and phone number, description and location of rented premises, date covered and evidence of financial commitment (current rent receipts).

PLUS

One of either – RECENT Bell Phone, Cable, Hydro, Water or Gas (Fuel Oil) bill. Your name and current address must be clearly indicated.

Note: Cellular/Mobile Phone, Long Distance Service Bills, calling cards, personal bank statements and Certification of Qualifications, etc are NOT acceptable.

ALL APPLICANTS APPLYING FOR SUBSISTENCE ALLOWANCE ARE REQUIRED TO BRING IN A RECEIPT OR A LANDLORD STATEMENT FROM THE TEMPORARY RESIDENCE AT WHICH THEY WILL BE STAYING DURING THE WORK ASSIGNMENT.

TRAVEL ALLOWANCE – (1 piece ID)

Either a copy of:

Current driver's licence showing expiry date or Mortgage Statement or Tax Notice/Bill or Landlord's Statement or Lease or Deed of Land.

If you are married and the required documentation is in your spouses' name – you need to provide a copy of your marriage certificate.

If you are living common-law and the required documentation is in your common-law spouses' name – you need to provide a copy of a sworn affidavit stating your common-law status.

Boarding with your parents, friend, etc is not applicable for board allowance – you must maintain a self-contained house or apartment.

Self-Contained is defined as a separate restricted access entrance, separate kitchen and separate bedroom.