



## Ontario Works (OW)—Youth Over 18 Years

### Important Information

- A single youth approved for Ontario Works (OW) will receive a maximum of **\$656** per month.
- The **\$656** breaks down as follows—**\$376** is the maximum for rent and remaining **\$280** is for purchase of food and hygiene supplies.
- If your rent exceeds **\$376** you must deduct the difference from your food and hygiene allowance. OW will not approve rent above **\$450** for a period longer than three months unless you have additional sources of income/support.
- A bus pass cost can be added for clients who attend school full time.
- They can help with last month's rent (one-time basis).
- If you have more than **\$2,500** in assets, e.g., savings, cash, car, bank accounts, trust funds, you must use that money for your living costs first.
- You must agree to a participation plan (school, employment, training, etc.)
- The application process is the same if you are in a Halton shelter; however, you only receive basic needs money until you find housing.
- If at any time you do not agree with a decision made by OW, you have the right to appeal it.
- Any money you earn while receiving OW will be deducted, dollar for dollar, for the first three months. Afterwards a person can earn **\$200** before deductions and any amount above **\$200** is deducted at 50% thereafter. An exception to this is if you are attending high school and are working toward earning your diploma on a full time basis.
- If you make more than **\$656** during a month in the first three months, OW will consider you ineligible for assistance. The only exception to this rule is when an individual is still registered full time in high school.

*Applicants are required to apply using Halton Region's online service. A Bridging the Gap worker can assist you in this process if you request support.*

To access the Ontario Works online application, go to:

<http://www.halton.ca/cms/One.aspx?portalId=8310&pageId=10114>

OW will call in two to four business days with a day and time for an interview.

### In-Person Interview

- At your local Ontario Works office, you will be assigned a caseworker who will review the application process with you.
  - A Bridging the Gap worker can also attend this meeting if that makes you feel more comfortable.
- The caseworker usually knows whether you are approved by the end of the meeting.
- If you are approved and have provided a rental agreement, you should receive your first cheque within 24 to 72 hours.



## List of Required Information

Information/Documents Needed	Check
Birth Certificate	
Social Insurance	
Health Card	
Direct Deposit Slip or Voided Cheque	
Bank Account Statements for past three months for <b>each</b> account you have	
Rental Agreement (must be completed by owner of the property and not a renter in the property)	
Employment History for Past Year (Record of Employment from Employers)	
Assets, e.g., money in savings accounts, vehicles, RESPs, GICs, trust funds, joint bank accounts	
Credit Summary from School (if you attend)	
Last two pay stubs (if you are employed), Record of Employment (if you have left/quit/been laid off or fired) from employment within past 12 months	

### If You are Approved

- You **must** be participating in something like school, volunteering, employment, etc.
- You **must** report any earnings from employment and attach the pay stub.
- You **must** keep all receipts for anything you buy that OW gave you additional money for, e.g., bus pass, furniture allowance, work boots, etc.

### By the 16<sup>th</sup> of Each Month You Need to Submit

- Completed Income Reporting Statement (income you have earned).
- Paystubs.
- Attendance record for past month, if you are in school.

***\*If you do not submit this information, Ontario Works WILL suspend your payment\****