

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: F. Children's Services	Effective Date: April 1, 2021
Topic: 9. Eligibility Criteria for Parents	Replaces: January 1, 2010
Subject: 9.6. Co-Residency	
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POLICY

An unmarried applicant, living with another adult who is not the parent of the child, will continue to be considered a single parent for eligibility purposes if the following apply:

- The applicant has lived with the person for less than three years;
- After three years of co-residence, the applicant verifies that the co-residence does not amount to a spousal relationship based on the economic, social, and familial aspects of the relationship.

In these cases, the other adult will be considered a co-resident. His or her income will not be considered in the income test and he/she will not be considered in determining eligible hours for subsidized child care.

If a couple has lived together for three years or more, ~~or~~ self-declare as a spousal couple, **or have a child together** the other adult will be considered a spouse and treated as such for purposes of eligibility assessment. His/her income and assets will be considered as part of the family income and he/she will be considered in determining eligible hours for child care subsidy.

PROCEDURE

Each applicant will be asked their marital status. If the applicant declares as single, separated, or divorced, he/she will be asked if there are any other adults living in the home.

1. If a client indicates they are "living with someone", determine the following:
 - a. Date they moved in together
 - b. If the co-resident is the **parent** of the **child/children**

If the applicant is deemed to be spousal in accordance with the Ontario Works Act and is included in the benefit unit; include the anniversary date of the co-habitation date and that the applicant is a social assistance recipient.

2. If the client has lived with the co-resident for three (3) years or more, or self-declare as a spousal couple, the other adult will be considered a

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spouse and treated as such for purposes of eligibility assessment. The co-resident's income & assets will be considered on the Income Test.

3. If the co-resident is the father of at least one of the children, they would be considered a couple (regardless of the time they lived together) and the co-resident's income & assets will be considered on the Income Test.
4. If neither of those conditions applies, the co-resident will be entered into OCCMS on the bottom of the "*Applicant 2 tab – Other Adults in the Home*" and the following information will be input / collected:
 - a. The "From Date" must be entered on the tab, as well as
 - b. The relationship to applicant
 - c. Check off the co-residency box if this is a "couple" situation
5. If the couple marries, has lived together for three (3) years, or has a child together, they would automatically be considered as "spouses". Therefore, the Income Test / OCCMS, will be updated in the top section of the Applicant 2-tab information section.