

**Manitoulin-Sudbury District Services Board
POLICY & PROCEDURES MANUAL**

Section: H. Ontario Works	Effective Date: July 2009
Topic: 3.Financial Assistance Eligibility	Replaces: November 2004
Subject: 3.1.Co-Residents	
Policy No. H3.1.	Page 1 of 1

POLICY

Authority

OW Act:

OW Directives: Dir. 3.3

PROCEDURE

1. If **two persons of the same or opposite sex are residing together** at the time of application or during the time they are receiving assistance, the Questionnaire for Applicants and Recipients who are living with Another Adult **must** be completed.
2. The actual commencement date of the co-residency or cohabitation should be documented on the Application for Financial Assistance.
3. If the applicant/participant is determined to be cohabiting, the person will be found ineligible as a single person or sole support parent. A letter of ineligibility **must** be sent to the applicant/participant along with the forms to appeal the decision.

OR

If the applicant/participant is deemed to be co-residing, he/she will be eligible for assistance as a single person or parent. This is to be reviewed at the time of the next update. **Questionnaires should be completed at least once every twelve months.**

4. If the co-residence between the recipient and the person of the opposite/same sex has progressed to cohabitation the participant will be found ineligible as a single person or sole support parent and assistance will be terminated. A termination letter **must** be sent to the participant along with the forms to appeal the decision.

OR

Where the Ontario Works administrator is satisfied that the co-residence did not amount to cohabitation, the participant will remain eligible for assistance as a single person or parent and the living arrangements are to be reviewed at the time of the next update. **Questionnaires should be completed at least once every twelve months.**