# Sample Letter - Household Must Apply for Income

*[Print on letterhead]*

**Requirement to Apply for Income**

**To:** *[name each member of the household 16 years of age and older]*

**Date:**

**Unit:**

Under the *Housing Services Act*, *2011*, Regulation 367, s.31, RGI households must apply for income that they may be entitled to.

Your household may be eligible for income from [*choose one or more of the following, if you believe the household is eligible for income from this source*]:

**[Ontario Works (OW) assistance]**

**[Support payments under the *Divorce Act* (Canada), the *Family Law Act*, or the *Interjurisdictional Support Orders Act*]**

**[Employment Insurance (EI) benefits]**

**[A pension or supplement under Part I or II of the *Old Age Security Act (*Old Age Security (OAS) (this includes the Guaranteed Income Supplement (GIS)]**

**[Support or maintenance from a sponsor (*Immigration and Refugee Protection Act*)]**

We are requiring you to apply for income from the source(s) listed above.

You must inform the [*housing provider*] office by [*fill in the date 60 days from now*] of the results of your attempts to obtain income. If you do not try to obtain income, you may lose eligibility for RGI assistance.

If you have any questions about this letter, please call [*housing provider staff name and title*] at [*telephone number*]

Sincerely,

[Name and Title]