**Date:**

**Subject: Requirement to Apply for Income**

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

**Address including 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]**
* **[Employment Insurance (EI) benefits]**
* **[A pension or supplement including Old Age Security (OAS) and the Guaranteed Income Supplement (GIS)]**
* **[Support or maintenance from a sponsor]**
* **[Spousal support payments]**

***Note:*** *Child support is not considered part of income for RGI calculation purposes, and therefore is not required to be pursued as income.*

You are required to apply for income from the source(s) listed above.

You must inform the [*RGI Administrator*] 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 [*RGI Administrator*] at [*telephone number*]

Sincerely,

[Name and Title]