



Ontario Works Kenora District Services Board

New Application Process for Ontario Works Applicants

Applicants will either phone or drop into the local office (phone numbers and addresses are at the end of this document).

The initial contact will be with a local worker who will conduct a quick evaluation and may ask for Identification, Health Card and Social Insurance numbers. Please have this information available.

The Ontario Works office will schedule an appointment as soon as possible. There is a list of documentation you will be required to provide for your appointment on page 2 of this document. To ensure a quick determination of eligibility, please have all documentation available for the interview. You will be required to provide written consent for the third party information sources. The interview may take anywhere from one to two hours so please arrange child care for your children.

Please consider what your employment goals are so that you are prepared to take part in completing your Ontario Works participation agreement.

CONDITIONS OF ELIGIBILITY

The applicant:

- Must be a resident of Ontario
- Status in Canada must be verified
- Income is not in excess of total allowable income support
- Assets do not exceed prescribed limits
- If living with parent(s), must have a dependent or be financially independent
- Is not a single person who is currently subject to a period of ineligibility
- Is not a single person incarcerated full time
- Is not a single person less than 16 years of age without dependents
- Is not a single person without dependants in receipt of a loan under the Ministry of Colleges and University Act or the Canada Student Loan Act (i.e. OSAP).

What to Bring to Your Appointment

- Birth Certificates for all family members (birth certificate, baptismal certificate, status card; birth certificate is preferred).
- Health Card Numbers for all family members.
- Applicant's and spouse's social insurance numbers.
- Immigration number and date of landing (if applicable).
- Accommodation costs including rent, mortgage, heat, hydro and taxes.
- Address information for the last 12 months.
- Employment information for the last 12 months.
- Information on all earnings or income, such as WSIB, EIB, support payments, Income and or Child Tax assessments.
- Asset details, including vehicle information, bank accounts, RRSP's and property.

Available Benefits

- Tuition for High School Courses
- Childcare
- Transportation to and from school
- Books and school supplies
- High School fees
- Appropriate clothing
- Safety equipment
- Tuition for specific courses to help you gain employment
 - WHIMS
 - Parenting Courses
 - First Aid
 - Life Skills Courses
 - Computer Courses
 - Smart Serve
 - CPR
 - Customer Services

Please consult with your Case Manager about the supports you need to successfully reach your goals.

Other Benefits Available to Ontario Works Clients

- Emergency Dental
- Optical
- Prescription Drug Coverage
- Diabetic Supplies & Surgical Supplies

- Medical Transportation
- Community Start-Up Benefits
- Employment Start-Up Benefits
- Guide Dog Benefits
- Employment Related Expenses
- Community Participation Expenses
- Child Care Costs
- Special Diet and Formula Expenses
- Funeral Expenses (must be pre-approved)

**What are the telephone numbers to apply for
Ontario Works Assistance in
Northwestern Ontario?**

(Office hours for Ignace, Red Lake, Ear Falls, and Pickle Lake are available
through the *Programs* link on the KDSB website under Ontario Works)

Community	Phone Number	Location
Kenora	1-807-467-2038	308 2 nd Street South, Unit 14
Ear Falls	1-888-767-2038	Spruce Street, Ear Falls 2000 Office
Dryden	223-4442	211 Princess Street, Suite 2
Sioux Lookout	223-4442	59 King Street
Red Lake	1-888-767-2038	232 Howey Street
Pickle Lake	223-4442	6 Anne Street
Ignace	223-4442	312 Pine Street

**Call to Apply During Business Hours
Monday to Friday
8:00 am to 4:30 pm**