

***PLEASE NOTE:***

You may not be eligible to receive assistance if your situation includes one or more of the following:

- You live outside of Ontario.
- Your total income or assets are more than the allowed limits.
- You live with your parents, are not financially independent and have no dependents of your own.
- You are in jail.
- You are under 16 years of age and have no dependents.
- You are single, have no dependents and are in a program that qualifies you for a student loan (OSAP) under the Ministry of Colleges and Universities, or the *Canada Student Loan Act*.



**Northumberland County  
Community & Social Services  
Income Services**

555 Courthouse Road  
Cobourg ON K9A 5J6  
Tel: 905-372-6846  
Toll Free: 1-800-354-7051  
Fax: 905-372-6701

[www.northumberlandcounty.ca](http://www.northumberlandcounty.ca)

**Applying for  
Social Assistance**  
*in Northumberland*



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# *It's a 2-step process to find out if you're eligible!*

The application process for social assistance involves two steps:

## **Telephone Intake Screening**

The first step in the application process here in Northumberland is to call the Intake Screener at:

**905-372-6846 / 1-800-354-7051  
ext. 2468**

Before you call, please have the following information about yourself and your spouse and any children in your care:

- Birth certificate
- Social insurance number
- Health card number
- Immigration number and date of landing, if it applies
- Full address, postal code and telephone number
- Cost of rent or mortgage
- Landlord's name and address
- Cost of utilities (gas, hydro, water)
- Bank account information

- Address and employment history for the past 12 months
- All money you receive, such as wages, pensions, baby bonus, etc.
- Life insurance details
- List of assets, like your house, car or any investments
- Notice of Assessment & Child Tax Assessment from Revenue Canada
- Marriage / Divorce certificates
- School verification for dependents and self
- Current resume, Grade 12 diploma
- Void cheque and/or direct debit form

The Intake Screener will ask you a number of questions. This telephone interview will take 20 to 30 minutes.

## **In-Person Application Interview**

The Intake Screener will then set up an interview for you at the Community & Social Services office at 555 Courthouse Road in Cobourg to verify your eligibility and complete the required documentation.

The Intake Screener will also tell you which papers you will need to take to the interview. You must bring this information with you.

At the Application Interview, you will meet with a caseworker who will:

- Review the information you gave over the phone
- Review the information you were asked to bring
- Introduce you to your rights and responsibilities under the *Ontario Works Act*
- Provide information on the employment supports available to you
- Help you identify your skills and choose a job search case plan that supports your goals.

The caseworker will tell you if you are eligible to receive assistance at this interview or within a few days. If you are eligible, you will be scheduled to attend an information session where you will learn about the other programs, services and supports that are available to you.