

Application Check List		
SUBMITTED		
	5 WEEK JOB SEARCH	Must complete a 5 week job search before you can apply for Social Assistance.
	Client Received 5 week Job Search	Please complete Job search. Once 5 weeks are complete you can make an appointment to apply for SA
	CONFIRMATION OF RESIDENCE	Primary resident must make an appointment with housing to update tenancy agreement.
	Confirmed Residence	Housing must confirm residence before applicant is eligible for shelter allowance
	IDENTIFICATION	Required documents for first appointment
	Primary Identification [Picture]	One Piece: BCID, Passport, Driver's Licence, Status Card, Service Canada Card [Care Card with Picture
	Secondary Identification [Non Picture]	One Piece: Care Card, Birth Certificate, Citizenship papers or immigration documents
	Identification for File	Required: Social Insurance Card [Service Canada will provide a copy of your SIN # if you do not have a card]
	Dependent Identification	Care Card, Birth Certificate, Status Card, Social Insurance Card
	VERIFICATION OF INCOME	Required documents for first appointment
	Up dated bank statement	Bank or from where you chose to cash your cheque such as Money Mart for past 30 days
	Income Tax	Notice of Assessment for base year
	Canadian Child Tax Benefit	Notice
	Wages/Earnings for the full month	Pay stubs
	EI Statement	Per Adult showing weekly rate start date and end date, confirmation of Application submission
	Pension Statement	showing monthly rate
	WCB statement	showing montly rate
	Any income	Honoriums, Gambling winnings ect.
	ASSETS VERIFICATION	Required documents for first appointment
	Vehicle	Registration
	Assets	Bank, stocks profiles
	SHELTER DOCUMENTS	Required documents for first appointment
	House Bills	Up to date bills: Hydro or Phone with correct residence
	APPLICATION PACKAGE	CHECKLIST FOR BAND SOCIAL DEVELOPMENT WORKER
	Application Check list	
	Application form	attach appeal form
	Household Bills	Hydro, Phone, ect.
	Bank Statement	Up to date Statement
	Form 1 - Revenue Canada Cosent Form	remains on file
	Form 2 -Family Bonus Consent Form	remains on file
	Staff Administration Agreement	Signed Agreement to pay Bill's on behalf of client
	Tenancy or Band Owned Agreement	Copy of signed agreement
	Monthly Declaration	Signed Declaration on File. Client will receive following month declaration to be completed
	Consent to Release	Signed remains on file
	Information form Dept of Indian Affairs	Fax form for approval
	Consent to Release to Ministry	Fax form to confirm status of applicant. [Ministry confirms if applicant is a client on file]
	Consent to Release to other Nations	Fax form to confirm status of applicant. [The Nation confirms if applicant is a client on file]
	Application Date	
	Approval Date	
	BSDW Confirms file is complete	