
Consent to Communicate via Email and Text

Human Services is committed to offering various communication options. Communication options include: telephone, in-person conversations/meetings, mailing, faxing, e-mailing, text messaging and/or Internet Communications. However, electronic forms of communication (i.e. fax, e-mail, text messaging and Internet Communications) are not guaranteed to be secure, which means communicating this way can pose privacy risks. These risks include but are not limited to:

- Messages being read by others that have access to your digital devices
- Messages being intercepted by others while in transit
- Messages being accidentally sent to the wrong fax number, e-mail address or cellphone number
- Messages being accessible after you have deleted the message, etc.

As such, Human Services staff will avoid communicating your personal information (or personal health information) electronically to you and/or to external parties unless you consent to electronic communications and accept the risks by completing this consent form. Staff will endeavor to respond to various client inquiries by the end of the next business day.

Please note you are not required to sign this consent form in order to receive services and if you do complete and sign this form, you have the right to withdraw your consent at a later date.

I, _____ hereby consent to Human Services staff communicating personal information with me through the following methods:

- E-mail: _____ (e-mail address) Text: _____ (phone number)

By checking the box below I also consent to the electronic communication of my personal information with external service providers directly associated with Human Services for the purpose of enabling more timely services:

- Other: i.e. referrals for service, submitting forms, etc.

By completing and signing this consent, I accept the risks related to electronic communication.

I agree to inform Human Services as soon as possible of a change to my e-mail address and/or cell phone number or my wishes respecting electronic communications to external service providers. I also understand Human Services staff will limit the amount or types of personal information communicated electronically in order to reduce the impact of inadvertent privacy breaches.

I agree that this consent remains valid for as long as I am a client of Human Services or until I choose to revoke my consent, whichever occurs first.

A signed fax or photocopy of this authorization is to be considered as valid as the original document.

- _____
 Signature of individual named above; OR
 Signature of individual's legal representative

Date

Personal information referred to on this form is collected and will only be used for the purpose of obtaining and documenting your consent for the collection and/or disclosure of your personal information and/or records for the purposes listed on this form. Questions about the form can be directed to: **Manager of Human Services at Oxford County (519) 539-9800.**

ELIGIBILITY REQUIREMENTS

To be eligible for subsidized housing, you must meet all of the following conditions:

- ✓ At least one member in the household must be 16 years or older,
- ✓ All members of the household must be a Canadian Citizen, Permanent Resident or have Refugee Claimant Status,
- ✓ No member of the household is currently under a deportation, departure or exclusion order to leave Canada,
- ✓ No member of the household owes money to a social housing provider for rent or damages (Consideration will be made where a payment plan is in place to repay outstanding arrears),
- ✓ No member of the household has been convicted of an offence within the past two years under the Housing Services Act (HSA), the Social Housing Reform Act or the Criminal Code in relation to the receipt of rent-geared-to-income assistance,
- ✓ Annual household income from all sources must be less than \$29,500 for a bachelor unit, \$38,500 for a 1 bedroom unit, \$46,500 for a 2-bedroom unit, \$52,500 for a 3-bedroom unit, or \$61,000 for a 4 or more bedroom unit,
- ✓ Total value of all assets owned by you and all members of your household who are over the age of 16 must be less than \$50,000. Bank accounts, investments and real estate are examples of assets. Some assets, including Registered Retirement Savings Plans, Registered Education Savings Plans and Registered Disability Savings Plans are not counted toward the limit, but you must still declare them,
- ✓ You must be able to live independently, with or without supports,
- ✓ You do not currently own a home. If you do own a home, you will be required to sell the home as a condition upon signing a lease for social housing, and you will be required to show proof of the public listing of sale. The sale must be completed within 6 months of the effective date of the lease.

COMPLETING THE APPLICATION

- Complete all sections of the application form.

Your application will not be considered complete without also providing the following documents:

- Most Recent Notice of Assessment for each household member 18 years or older.
- Proof of Citizenship for all household members.
- Identification for any household member over the age of 16.

- Sign and Submit the Consent to Communicate Form on Page 1

- Mail, deliver, fax, scan or email your application to Oxford County Human Services:

Oxford County Human Services
21 Reeve Street, P.O. Box 1614
Woodstock, Ontario N4S 7Y3
Email: humanservices@oxfordcounty.ca
Fax: 519-421-4710
Phone: 519-539-9800

This application is not for emergency/immediate housing needs. To learn more about homeless community programs please call 519-539-9800 ext. 3391.

DEFINITION OF INCOME

'Income' means ALL income (i.e. gross income), benefits and gains of every kind and from every source.

DEFINITION OF ASSETS

'Assets' include any savings, investments and property owned by any member of your household over the age of 16.

EXAMPLES OF INCOME

Work/benefits/education

- Full-time, part-time, casual, seasonal
- Self-employed
- Disability pay, sickness pay, long term income protection plan, Employment Insurance, etc.
- Commissions, overtime pay, vacation pay, bonuses, etc.
- Support payments received
- Maternity leave top-up by employer
- Full/part-time student

Pension

- Old Age Security (OAS)
- Guaranteed Annual Income System (GAINS)/ Guaranteed Income Supplement (GIS)
- Canada/Provincial Pension Plan - (CPP), (QPP)
- Government pensions from other countries
- Company pensions, private pensions, etc.
- Civilian war pensions
- Public service pensions

Payments and allowances

- Workers Safety Insurance Board (WSIB) payments
- Ontario Works (OW)
- Ontario Disability Support Plan (ODSP)
- Military or Militia or Civil Defense allowance
- Immigration allowance
- War Veteran's allowances
- Training allowances
- Payments from Children's Aid Society

EXAMPLES OF ASSETS

Assets/investments that count toward the asset

limit:

- Bank accounts (savings accounts and chequing accounts, Tax-Free Savings Accounts (cash), overseas or foreign accounts, etc.)
- Investments (stocks and bonds, annuities, stocks, shares, bonds, term deposits, Guaranteed Investment Certificates (GICs), mutual funds, overseas or foreign investments, Tax-Free Savings Accounts (investments), etc.)
- Real estate equity (the value of the property as determined by the current MPAC assessment, minus the amount of any mortgage(s) owing and any balance owing on any loans/lines of credit secured against the property)

Assets/investments that are exempt from the

asset limit:

- Registered accounts/investments (Registered Disability Savings Plan (RDSP), Registered Retirement Savings Plan (RRSP), Registered Retirement Income Fund, Locked-in Retirement Account, Locked-in Income Fund, Registered Education Savings Plan (RESP), etc.)
- Personal motor vehicles
- Life insurance with a cash surrender value up to \$100,000
- Prepaid funerals
- Business assets (business bank accounts, business property, business vehicle, taxi license) up to \$20,000
- Trust fund for a person with disability, up to \$100,000

Office Use Only

SECTION 1 – YOUR INFORMATION

MAIN APPLICANT

First name	<input type="text"/>	Last Name	<input type="text"/>
Maiden name	<input type="text"/>	Status in Canada	<input type="text"/>
Gender identity	<input type="text"/>	Date of birth	<input type="text"/>
Marital status	<input type="text"/>	Preferred Language	<input type="text"/>

Mailing Address

Street No.	<input type="text"/>	Street Name	<input type="text"/>	Apt. No.	<input type="text"/>
City	<input type="text"/>	Province	<input type="text"/>	Postal Code	<input type="text"/>

Contact Information

Email Address	<input type="text"/>	I agree to receive emails?	<input type="text"/>
How should we contact you?	<input type="text"/>		
Phone Number	<input type="text"/>	Phone Type	<input type="text"/>
Phone Number	<input type="text"/>	Phone Type	<input type="text"/>

CAN WE CONTACT YOU AT THE PHONE AND/OR EMAIL ADDRESS ABOVE? Yes No

If not, please enter a note here with a safe phone number or email address and the days or times to contact you.

Current Living Situation

CO-APPLICANT (Skip to next section if there are no co-applicants)

First name	<input type="text"/>	Last Name	<input type="text"/>
Maiden name	<input type="text"/>	Status in Canada	<input type="text"/>
Gender identity	<input type="text"/>	Date of birth	<input type="text"/>
Marital status	<input type="text"/>	Preferred Language	<input type="text"/>
Relation to Applicant	<input type="text"/>		

Mailing Address

SAME AS MAIN APPLICANT? Yes No

Street No. Street Name Apt. No.

City Province Postal Code

Contact Information

Email Address I agree to receive emails?

How should we contact you?

Phone Number Phone Type

Phone Number Phone Type

Current Living Situation

DEPENDENTS (Skip to next section if there are no dependents)

List all other people that will live with you. **You must provide proof of legal status in Canada for all household members before moving into an RGI unit.**

First Name	Last Name	Status in Canada	Gender Identity	Date of Birth	Relation to Applicant

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Do all of the dependents listed on this application reside with you full-time? Yes No
If not, please provide a court order or Private Agreement to verify frequency of visits.

SECTION 2 – INCOME and ASSETS

In order to qualify for RGI assistance, you must pursue all sources of income that you may be entitled to. **Income means all money you receive, from all sources including any income producing assets.**

Below are some examples of income sources and income producing assets:

Employment	Self-Employment	Other Income	Assets
Full-time work	Child-care	Ontario Works	Property
Part-time work	Tutoring	Ontario Disability Support Program	Income property
Casual/Seasonal work	Driving services	Canada Pension Plan	Investments
Vacation/overtime pay	Lessons (ie. Music)	Old Age Security	Stocks and shares
Tips and bonuses	Farming	GAINS	Bonds
Long/short-term disability	Catering	Company pension	Savings
Commissions	Cleaning	Student loans	

Please list all sources of monthly income and assets for each member of your household 16 years old or older:

Household Member Name	Income/Asset Name	Amount per MONTH
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total:		\$

SECTION 3 – ARREARS

If you have outstanding arrears with a social housing provider and no repayment agreement has been made, you will NOT be eligible for the RGI Housing in Oxford County.

Do you or does anyone in your household owe money to a social housing provider for outstanding rent or damages? Yes No

If yes, have you signed a repayment agreement? Yes No

If yes, please provide a copy of the agreement.

SECTION 4 – OCCUPANCY STANDARDS AND ACCOMMODATION REQUIREMENTS

Occupancy Standards are rules which limit the size of the unit an applicant for social or affordable housing may apply for based on the size and nature of the household.

In some cases, an applicant may be eligible for an extra bedroom. Please indicate if your household requires an extra bedroom for any of the reasons listed below.

- To store medical equipment required by a member of the household because of a disability or medical condition.
- If a spouse requires a separate bedroom because of a disability or medical condition for a personal care provider who is not a member of the household.
- If accommodation is required for a child who is under a joint custody agreement.

ACCOMMODATION REQUIREMENTS

Please note that a limited number of social housing units have been modified to accommodate people with physical disabilities. A doctor's letter as verification is required.

1. Type of house requested:

- Senior (65+) Non-Senior (65+) No Preference

2. Are you interested in receiving a rent supplement if available to stay in your current rental?

- Yes No

4. Number of bedrooms requested:

- Bachelor 1 Bedroom 2 Bedroom 3 Bedroom 4 Bedroom
 5 Bedroom

5. Do you or does a household member require wheel chair accessibility?

- Yes No

6. Do you or does a household member require a modified unit?

- Yes No

7. Can you and other household members climb stairs?

Yes No

9. Do you require parking?

Yes No

10. Are you or a household member expecting a child?




Yes No If yes, expected date: _____

11. Do all household members live with you in your current home?

Yes No

SECTION 5 - BUILDING SELECTIONS

Please select all the locations or providers that you would like to live in.


Rent Geared to Income Location & Housing Provider	Types of Units Available – For Office Use Only				
	Adults	Seniors Only	Family	Integrated Family & Adults	
DRUMBO					
Maple Grove Drumbo & District Housing Corporation 43 Oxford Street East, Maple Grove Apartments 	<input type="checkbox"/> 1 BR <input type="checkbox"/> 2 BR				One Modified 1 BR
EMBRO					
Cambrocourt Manor Embros & Area Seniors Housing Corporation 375629 R.R. #4, Cambrocourt Manor	<input type="checkbox"/> 1 BR <input type="checkbox"/> 2 BR				One Modified 2BR
INGERSOLL					
Adam Oliver Housing Co-operative  220 Ingersoll Street North			<input type="checkbox"/> 2 BR <input type="checkbox"/> 3 BR <input type="checkbox"/> 4 BR		Three Accessible 3 BR
Oxford County Housing					
235 Thames Street North			<input type="checkbox"/> 2 BR <input type="checkbox"/> 3 BR <input type="checkbox"/> 4 BR		
329 Tunis/272 Harris Street			<input type="checkbox"/> 2 BR <input type="checkbox"/> 3 BR <input type="checkbox"/> 4 BR		



Rent-Geared-to-Income (RGI) Housing Application

	221 Thames Street North	<input type="checkbox"/> 1 BR				
	135 Carroll Street	<input type="checkbox"/> 1 BR				One Modified 1 BR
	178 Earl Street	<input type="checkbox"/> 1 BR				Three Modified 1 BR
NORWICH						
	Oxford County Housing 16 George Street	<input type="checkbox"/> Bach <input type="checkbox"/> 1 BR				One Modified 1 BR
PRINCETON						
	Countryside Manor Princeton and District Housing Association 65 Cowan Street W	<input type="checkbox"/> 1 BR <input type="checkbox"/> 2 BR				One Modified 1BR
TAVISTOCK						
	Oxford County Housing 70 Maria Street	<input type="checkbox"/> 1 BR				
THAMESFORD						
	Oxford County Housing 111 Brock Street	<input type="checkbox"/> 1 BR				Two Modified 1 BR
TILLSONBURG						
	Tillsonburg Family Units, Dereham Forge Housing Co-operative 390 Quarter Town Line			<input type="checkbox"/> 2 BR <input type="checkbox"/> 3 BR <input type="checkbox"/> 4 BR		Two Accessible 3 BR
Oxford County Housing						
	47 – 61 Earle Street			<input type="checkbox"/> 2 BR <input type="checkbox"/> 3 BR <input type="checkbox"/> 4 BR		
	1A – 16A, 1B – 16B Verna Drive			<input type="checkbox"/> 2 BR <input type="checkbox"/> 3 BR <input type="checkbox"/> 4 BR		
	174 Lisgar Avenue	<input type="checkbox"/> 1 BR				
	215 Lisgar Avenue	<input type="checkbox"/> 1 BR				One Accessible 1 BR
	57 Rolph Street	<input type="checkbox"/> Bach <input type="checkbox"/> 1 BR				
Tillsonburg Non Profit Housing Corporation						
	Maple Lane Seniors Residence 31 Maple Lane		<input type="checkbox"/> 1 BR			Three Modified 1 BR

Townsvieview Terrace Seniors Residence 53 Queen Street		<input type="checkbox"/> 1 BR			Three Modified 1 BR
WOODSTOCK					
Anchorage Homes Services & Initiatives Inc. 					
40 Stafford Street				<input type="checkbox"/> Bach <input type="checkbox"/> 1 BR <input type="checkbox"/> 2 BR	
36/38 Stafford Street			<input type="checkbox"/> 2 BR <input type="checkbox"/> 3 BR		
1132 Cree Avenue			<input type="checkbox"/> 3 BR		
8-1060 Canfield Crescent			<input type="checkbox"/> 3 BR		
Daystar Community Homes					
414 Ontario Street			<input type="checkbox"/> 2 BR <input type="checkbox"/> 3 BR <input type="checkbox"/> 4 BR		Three Accessible 2 BR
Oxford County Housing					
901 – 951 James Street			<input type="checkbox"/> 2 BR <input type="checkbox"/> 3 BR <input type="checkbox"/> 4 BR <input type="checkbox"/> 5 BR		
Karn Avenue/Cross Place/Alice Street/Pavey Street			<input type="checkbox"/> 3 BR <input type="checkbox"/> 4 BR		
816 Alice Street	<input type="checkbox"/> 1 BR				
82 Finkle Street	<input type="checkbox"/> Bach <input type="checkbox"/> 1 BR				
161 Fyfe Avenue	<input type="checkbox"/> 1 BR				3 Modified two-1 BR & one-2 BR
738 Parkinson Road	<input type="checkbox"/> Bach <input type="checkbox"/> 1 BR				2 Modified 1 BR
742 Pavey Street	<input type="checkbox"/> 1 BR				2 Modified 1 BR
Percy Heights Housing Co-operative 					
360 Springbank Avenue North			<input type="checkbox"/> 2 BR <input type="checkbox"/> 3 BR <input type="checkbox"/> 4 BR		1-3 BR

Rent-Geared-to-Income (RGI) Housing Application

Woodstock Non-Profit Housing Corporation 					
83 Kent Street		<input type="checkbox"/> 1 BR <input type="checkbox"/> 2 BR			One Accessible 1 BR
675 Canterbury Street		<input type="checkbox"/> 1 BR <input type="checkbox"/> 2 BR			One Accessible 1 BR

Affordable Supportive Housing Location & Housing Provider		Types of Units Available – For Office Use Only				
		Adults	Seniors Only	Family	Integrated Family & Adults	
Woodstock						
	Indwell  <i>Permanent Supportive Housing (PSH) combines affordable rental housing with on-site, wellness-based supports for tenants experiencing complex challenges due to physical health, mental health or substance use. PSH offers a community-based housing alternative for individuals who have experienced past barriers to independent living.</i>					
	Blossom Park <u>Apartments</u> 373 Blossom Park Road - Enhanced Supports	<input type="checkbox"/> Bach <input type="checkbox"/> 1 BR				36 Accessible 2, Bach 32, 1 BR
	Blossom Park <u>Townhomes</u> 373 Blossom Park Road - Blended Supports	<input type="checkbox"/> 1 BR		<input type="checkbox"/> 1 BR		
	Harvey Woods Lofts 18 Vansittart Ave - Standard Supports	<input type="checkbox"/> Bach <input type="checkbox"/> 1 BR <input type="checkbox"/> 2 BR		<input type="checkbox"/> 2 BR		80 Accessible 1 Bach 75, 1 BR 4, 2 BR

I/We the Applicant(s) do hereby request that above checked (✓) Housing Providers (pages 3 & 4) are where we wish our application to be forwarded to, if eligible. I/We understand that the Housing Providers indicated with a (Co-op) are Co-operative Housing projects and that their by-laws require household members to participate in the management and operation of that development.

SECTION 6 – SPECIAL PRIORITY STATUS

What is special priority status (SPS)?

SPS is part of the Social Housing Reform Act, 2000 that provides priority access to social and affordable housing vacancies for **victims of domestic violence or victims of human trafficking ONLY**. To apply for SPS, please complete the information below.

Would you like to apply for special priority status (SPS) on the Oxford County RGI Housing Waitlist?

Yes No If yes, complete the questions below.

Are you currently living with a person who is abusing you &/or another member of your household and you intend to separate permanently?

Yes No

Are you a victim of domestic violence who has been living apart from the abuser for less than 3 months? *If you have been living apart from your abuser for more than 3 months you will not be eligible for SP status.*

Yes No

Are you a survivor of human trafficking?

Yes No

Is there anything else that you want or need to share with us about how and when we can safely contact you to discuss your application &/or offer you a unit when one comes available?