



**THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD**

The purpose of the Housing Security Fund (HSF) is to promote housing stability and prevent homelessness by assisting low income households who are facing eviction and/or service disconnection of heat and utilities with financial assistance to pay for rent, utility and fuel arrears, reconnection costs or to purchase oil, propane or wood to heat the home.

Eligibility Criteria

A household is eligible for financial assistance under the Housing Security Fund if:

- a) At least one member of the household is sixteen (16) years of age or older and a resident within the District of Thunder Bay
- b) At least one member of the household is the legal tenant residing in a residential dwelling that is in a good state of repair and fit for habitation and complies with health, safety, housing and maintenance standards. You are not renting from a family member who is the legal owner of the dwelling and you are facing eviction; and/or disconnection of heat and/or utilities; or require assistance to purchase oil, propane or wood to heat your home
- c) You can demonstrate that your housing situation is sustainable, the financial crisis is temporary and that it can be addressed through a one-time provision of assistance
- d) Your total gross household income (anyone 18 or over) is within the established limits for the program based on the number of members in your household
- e) The amount of the total arrears owing do not exceed the funding limits of the program
- f) Arrears owed to The District of Thunder Bay Social Services Administration Board will only be approved for Special Priority Placement (approved applicants)
- g) Any member in your household has not received financial assistance under the Housing Security Fund within the last 2 years
- h) Utility bills are in your name or any other member of the household and for your current address



TIPS FOR FILLING OUT YOUR APPLICATION

1. Complete all sections of the Housing Security Fund application form and attach copies of the required documentation listed below. If your application is incomplete and/or the required documentation is not attached, your application will be deemed incomplete and further follow up will be required, which may delay the processing of your application.
2. Remember to sign and date your application. All household members 18 years of age and over must sign and date the application.
3. Submit all the required documentation to support your application.

Income and Assets (for all household members 18 years of age and over)

- a) Bank statements for all bank accounts for the last 8 weeks
- b) Current statement for all investments (GIC, bonds, RRSP, etc)
- c) Pay stubs for the previous 8 weeks
- d) Employment Insurance Benefits for the last 4 weeks
- e) Support Payments
- f) Child Tax Credit
- g) Universal Benefit
- h) Canada Pension
- i) Old Age Security
- j) Private Pensions
- k) WSIB
- l) Ontario Student Assistance (OSAP)
- m) Native Band Allowance
- n) Rental or Roomer/Boarder Income
- o) Self-Employment Income

Arrears Owing (attach eviction or service disconnection notice):

- a) Rent
- b) Gas
- c) Hydro
- d) Water
- e) Taxes
- f) Hot Water Tank Rental
- g) Propane/Oil (attach copy of most recent invoice or statement)

4. If you have any difficulty completing the application, please contact The District of Thunder Bay Social Services Administration Board at (807) 766-2111.
5. Once your application is received, along with all required documentation it will be assessed for eligibility.
6. If your application is deemed eligible, a cheque will be issued to the vendor on your behalf. You will be notified in writing of your eligibility.
7. If you do not meet eligibility requirements you will be notified in writing.

Completed applications may be mailed, faxed or hand delivered to:

The District of Thunder Bay Social Services Administration Board
231 May St S Thunder Bay ON P7E 1B5
Fax (807) 345-7921