

Statement of Income & Changes Report for Ontario Works Easy Steps to Complete

Please read this form carefully with your Case Manager to learn how to complete your Statement of Income & Changes Report

Each month you are eligible you will receive a Statement of Income & Changes Report. If you lose your copy you can get a new one from reception staff in our office or online at our website at <http://www.peterborough.ca/socialservices>.

- Please note that if this form is not filled out correctly it will be mailed back to you for corrections and can delay your assistance.
 - If you are requested to submit a Statement of Income & Changes Report, it is due each month on the 16th.
- 1) If you have **no** income to report, you need to check the box that says no under “income change” and sign and date the bottom of the form.
 - 2) As per policies, **all earnings must be declared**. If you have earnings to declare you need to check the box that says yes under “income change”.

Statement of Income

Unless you have been told otherwise, you have two options: Attach your paystubs and receipts **OR** Fill in the information below and keep your paystubs and receipts in case we ask to see them in the future.

Name	Member ID	Office ID	Case Owner	Income Change <input type="checkbox"/> YES <input type="checkbox"/> NO
MAIL THIS FORM TO THE ADDRESS BELOW AS SOON AS POSSIBLE AFTER DAY MONTH YEAR INCOME FOR DAY MONTH YEAR TO DAY MONTH YEAR				
Have <input type="checkbox"/> you <input type="checkbox"/> your spouse <input type="checkbox"/> dep. adult <input type="checkbox"/> stopped <input type="checkbox"/> started working this month? Name of Employer or Paid Training Program _____ Date of <input type="checkbox"/> last <input type="checkbox"/> first pay cheque _____				

Read steps 1 & 2 to complete this section

- 3) You only need to report your **gross** and **net** earnings. **Gross pay** is what you earned **before any deductions**. **Net pay** is what you earned **after any deductions**. The only **deductions** you need to enter is if your pay has deductions **for child or spousal support payments or another garnishment to repay a debt**. The gross pay, net pay and deductions must be filled out with the information on your paystubs. Please attach copies of your paystubs. You can use the photocopier for free in our office.

**Please note: you must attach copies of your paystubs for the first 3 months of employment. Always keep your paystubs as they may be requested in the future.

Earnings					
1. Complete payment information for each family member who is employed or in a paid training program					
2. If applicable, enter any deductions					
Name: _____ <input type="checkbox"/> Recipient <input type="checkbox"/> Spouse <input type="checkbox"/> Dep. Adult	Employer Name/ Training Program	Employer Name/ Training Program	Employer Name/ Training Program	Employer Name/ Training Program	Employer Name/ Training Program
Attending secondary/post-secondary school full time? <input type="checkbox"/> No <input type="checkbox"/> Yes	Date	Date	Date	Date	Date
Amount					
Gross pay (before deductions)					
Net pay (after deductions)					
Deductions (enter only if applicable)					
Child or spousal support payments					
Other garnishments to repay a debt					

Read step #3 to complete this section

- 4) If you have child care costs to declare, you can declare them at the bottom of this form.
* Remember to keep all of your childcare receipts as they may be requested in the future.

Child Care Expenses				
1. Enter the child name and child care provider name				
2. Select the type of child care, licensed (most day cares) or unlicensed (most babysitters) and enter the amount				
Child name	Child care provider name	Licensed	Unlicensed	Amount
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Read step #4 to complete this section

5) You must sign and date this form in pen whether you have income to declare or not.

I declare the information here to be accurate and complete.	Signature (Recipient/Trustee)	Date
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6) **On the back of the form**, the Changes Report allows you to report changes in your situation that could affect your entitlement. Below is where you can declare changes regarding your living situation. If there are changes to your shelter cost, please attach your receipts.

Changes Report

COMPLETE ONLY IF THERE ARE CHANGES TO REPORT and return to you local office BY THE 16th of the month: ATTACH RECEIPTS.
It is your legal obligation to report CHANGES in living arrangements, shelter costs, family size, income or assets.

Name	Member ID	Office ID	Case Owner	Changes for the month of
Have you moved?				
Date Moved _____	<input type="checkbox"/> Renting	<input type="checkbox"/> Boarding (Meals)	<input type="checkbox"/> Own Home	<input type="checkbox"/> Institution/Hospital
New Address				
Street Number	Street Name			Unit Number
<input type="checkbox"/> PO Box	Town/City _____			
<input type="checkbox"/> Rural Route	Postal Code _____		New Phone Number _____	
<input type="checkbox"/> General Delivery				
Do you have new housing costs? Attach receipts for new housing expenses.				
New Rent/Boarding/Mortgage Amount		Amount Paid	Start Date (D/M/Y)	
New Monthly Utility Costs (e.g. Hydro, Insurance)				
New Annual Heating Costs		<input type="checkbox"/> Oil <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Wood		

Read step #6 to complete this section

7) The Changes Report also gives you the option to report any changes to your family. Below is where you can declare these changes.

Family Changes				
Name	<input type="checkbox"/> Recipient	<input type="checkbox"/> Spouse	<input type="checkbox"/> Dep. Adult	<input type="checkbox"/> Dep. Child
Details of change (e.g. moved out, finished school, new baby)		Start Date (D/M/Y)		
Is a family member leaving Ontario for more than 7 days?		Date leaving _____	Date returning _____	
Name	<input type="checkbox"/> Recipient	<input type="checkbox"/> Spouse	<input type="checkbox"/> Dep. Adult	<input type="checkbox"/> Dep. Child
Does any family member have changes in assets (bought or sold or changed in value)?				
Type of Asset		New Value	Start Date (D/M/Y)	
Other Changes in Circumstances (e.g. shared custody, new person living with you)				

Read step #7 to complete this section

8) Below is where you can report any income change for your family. * Remember to report all income changes

Does any family member have changes in income?							
Gross Income	Amount			Gross Income	Amount		
	Recipient	Spouse	Dep.		Recipient	Spouse	Dep.
Support Payments				Rental Income			
Employment Insurance				Foreign Pension			
WSIB				Private Pension			
CPP/QPP - Retirement				Gifts / Windfalls			
CPP/QPP - Disability				Loans			
CPP/QPP - Survivor				Trust / Inheritance			
OAS/GIS				Segregated Funds/Annuities			
GAINS A				Interest / Dividends			
Roomer Income				Insurance Benefits			
Boarder Income				Other (specify):			

Read step #8 to complete this section

9) The last step of the form is to sign and date the bottom of the Changes Report. ***Please note that a signature is required even if there are no changes. If there are no changes to declare, you simply leave the Changes Report blank and sign & date the bottom of the form.**

I declare the information here to be accurate and complete and agree to advise my local Ontario Works office of any changes.	Signature (Recipient/Trustee)	Date
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