



FINANCIAL ELIGIBILITY REVIEW CHECKLIST

If you are unable to come into an office for your Employment and Assistance Review, you can schedule a telephone appointment by calling the ministry at 1 866 866-0800 (toll-free). Please fax your documents to the number provided by the office when you contact them.

Please have the following documents available for your appointment:

IDENTIFICATION

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| <input type="checkbox"/> Social Insurance Card(s) | <input type="checkbox"/> Driver's License or BC Identification (BCID) |
| <input type="checkbox"/> Birth Certificates for all family members | <input type="checkbox"/> CareCard(s) for all family members |
| <input type="checkbox"/> Status Card(s) for all family members | <input type="checkbox"/> Immigration Documents for all applicable family members |

LEGAL DOCUMENTS

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| <input type="checkbox"/> Custody or Shared Parenting Documents | <input type="checkbox"/> Divorce or Separation Agreements |
| <input type="checkbox"/> Child or Spousal Support Orders | |

SHELTER DOCUMENTS

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| <input type="checkbox"/> Rent Receipt (current) | <input type="checkbox"/> Tenancy Agreement |
| <input type="checkbox"/> Mortgage Documents | <input type="checkbox"/> Utility Receipts (or bills) - hydro, heating, telephone, etc. |
| <input type="checkbox"/> Maintenance Fees | <input type="checkbox"/> Property Tax Statements |
| <input type="checkbox"/> Insurance Documents | |

INCOME

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| <input type="checkbox"/> Employment Pay Stubs (at least one month) | <input type="checkbox"/> Employment Insurance (EI) Documents |
| <input type="checkbox"/> Pension Documents | <input type="checkbox"/> Workers' Compensation Documents |
| <input type="checkbox"/> Training Allowance/Student Loan Documents | <input type="checkbox"/> Revenue Canada Notice of Assessment |
| <input type="checkbox"/> Canada Child Tax Benefit Stubs | <input type="checkbox"/> ICBC Settlement Documents |
| <input type="checkbox"/> Lottery Winnings | <input type="checkbox"/> Inheritance Documents |

ASSETS

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| <input type="checkbox"/> Stocks / Bonds | <input type="checkbox"/> Bank Account(s) - 2 month profile for all family members |
| <input type="checkbox"/> Registered Savings Plans Documents | <input type="checkbox"/> Trusts |
| <input type="checkbox"/> GIC's | <input type="checkbox"/> Life Insurance Policy Documents |
| <input type="checkbox"/> Vehicle Registration | |

BUSINESS DOCUMENTS

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|---|--|
| <input type="checkbox"/> General Ledgers | <input type="checkbox"/> Inventory Records |
| <input type="checkbox"/> Cheque Registers | <input type="checkbox"/> Corporate Tax Assessments |
| <input type="checkbox"/> Sales Records | <input type="checkbox"/> Business Bank Statements |

EMPLOYMENT

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| <input type="checkbox"/> Current Resume | <input type="checkbox"/> Work Search Activities Record (HR0077) |
| <input type="checkbox"/> Verification of all Employment Activities | <input type="checkbox"/> Verification of all Voluntary Work Activities |