***(Insert provider logo)***

***Insert Provider Name, Address & Contact Information***

**Notice to Pursue Income**

To Click or tap here to enter text.:

Per City of Hamilton [Pursuit of Income Policy](https://www.hamilton.ca/sites/default/files/media/browser/2019-09-16/housing-pursuit-of-income-policy-v2.pdf), Our office has reason to believe that you may be eligible to receive income from the following sources:

**□ Old Age Security, Guaranteed Income Supplement, and Ontario Guaranteed Annual Income Supplement (OAS / GIS / GAINS)**

*OAS is a federal monthly benefit payable to seniors age 65 and over who have lived in Canada for at least 10 years. Some seniors who have not been in Canada for 10 years may be eligible for a reduced pension amount.*

*Most seniors are automatically enrolled or can apply online or go to a Service Canada office.*

*GIS is a federal non-taxable monthly benefit paid to recipients of OAS who have low income and is assessed annually.*

*For more information on OAS/GIS and the process to apply, please go to* [*https://www.canada.ca/en/services/benefits/publicpensions/cpp/old-age-security.html*](https://www.canada.ca/en/services/benefits/publicpensions/cpp/old-age-security.html)

*GAINS is a provincial supplement that may be paid in addition to OAS and GIS to low income seniors and is assessed annually with OAS/GIS.*

**□ Employment Insurance (EI) benefits**

*Employment insurance benefits are available to people who have paid into the program and are now unemployed. You may be eligible for EI due to a loss of employment, a temporary loss of employment due to illness or injury, on a Maternity or Parental leave, on a temporary leave to care for gravely ill relative.* [*https://www.canada.ca/en/services/benefits/ei.html*](https://www.canada.ca/en/services/benefits/ei.html)

**□ Ontario Works and/or Ontario Disability Support Program**

 *Ontario Works provides basic financial assistance to low income people and their families. OW provides money for food, shelter and other costs such as clothing or prescription medications to people in financial need who meet the eligibility criteria. Individuals can apply for income assistance and emergency assistance through the* [*Online Application for Social Assistance (OASA)*](https://saapply.mcss.gov.on.ca/CitizenPortal/cw/PlayerPage.do) *or by calling the City of Hamilton-Ontario Works office at 905-546-4800 or toll free at 1-855-999-8729*

**□ Other**

 *Insert description and contact information on how to access the income*

In order to continue to be eligible for rent-geared-to-income (RGI), you must apply for this income.

You must report back to Click or tap here to enter text. within 30-days with proof that you have applied and documents to show whether you are eligible for this income.

If you do not report back by Click or tap here to enter text., you may be made ineligible for RGI which means you may be charged the market rent/housing charge for your unit**.**

If you have any questions, please call Click or tap here to enter text. at Click or tap here to enter text..

Sincerely,

Click or tap here to enter text.

Click or tap here to enter text.