

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: H. Ontario Works	Effective Date: July 2009
Topic: 6. Calculating Assistance	Replaces: November 2004
Subject: 6.3.Change of Address	
Policy No. H.6.3.	Page 1 of 1

POLICY

Each time a participant changes addresses it must be recorded on SDMT by the Case Manager.

PROCEDURE

If there is a change of address, the Case Manager must verify the new accommodation costs prior to issuing the following month's assistance. If the participant provides appropriate verification, the next month's assistance can be released. An updated Form 1 must be completed within 90 days. If unable to verify the rent, issue Basic allowance only.