

**Manitoulin-Sudbury District Services Board
POLICY & PROCEDURES MANUAL**

Section: H. Ontario Works	Effective Date: July 2009
Topic: 6. Calculating Assistance	Replaces: November 2004
Subject: 6.5.Rent Pay Direct	
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POLICY

The Ontario Works Administrator has the discretion to pay rent directly to landlords under certain conditions. The client's accommodation expenses may be paid directly to landlords, to utility companies, fuel companies **only in exceptional cases**. The determination of whether a pay direct is appropriate will be made on a case-by-case basis with the approval of the Ontario Works Supervisor, and **must include documented evidence** of an inability to handle money responsibly.

PROCEDURE

When the Director of Social Services/OW Supervisor has agreed that the participant's rent will be paid direct, the Case Manager will:

1. Participant is to complete an Authorization for Pay Direct to Landlord for the rent portion.
2. In SDMT, add a benefit rent pay direct to landlord, or to hydro/fuel company and
3. Basic allowance will go to the participant via DBD or by cheque.