

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

Section: H. Ontario Works	Effective Date: July 1, 2009
Topic: 9. Monitoring Eligibility	Replaces: November 2004
Subject: 9.1.Frequency of Reviews	
Policy No. H.9.1.	Page 1 of 1

POLICY

Authority **OW Act: Sec. 7(3), 39(2), 57, 58 and 79**
 OW Directives: Dir. 9.1.& 9.7.

See Directive listed above.

PROCEDURE

- Case Managers are required to re-document Form 1, Form 3, the Rights and Responsibilities, Interdepartmental Consent, CRA Taxpayer, and Form 2212 if required, on an annual basis.