



Conseil des Services du District de  
**Manitoulin-Sudbury**  
District Services Board

210 boul Mead Blvd  
Espanola, ON P5E 1R9  
Telephone/Téléphone: (705) 862-7850  
Fax/Télécopieur: (705) 862-7805  
<http://www.msdsb.net>

Date

Name

Property Manager  
Manitoulin-Sudbury DSB  
Social Housing  
210 Mead Blvd.  
Espanola, On  
P5E 1R9

Dear \_\_\_\_\_:

RE: Client Name                      D.O.B \_\_\_\_\_                      ID# \_\_\_\_\_

To assist in securing subsidized housing, the Manitoulin-Sudbury DSB Ontario Works Department will agree to pay the balance of outstanding housing arrears which at this point total \$\_\_\_\_\_. This payment will be issued:

1. Upon receipt from Manitoulin-Sudbury DSB Housing Department confirming that \_\_\_\_\_ (Name of client) has been offered a subsidized housing unit and the said unit will be made available to him/her once the arrears balance is paid; and,
2. Provided that \_\_\_\_\_ (Name of client) is in receipt of regular 'Ontario Disability Support Program' or 'Ontario Works' financial assistance; and
3. Provided that \_\_\_\_\_ (Name of client) is eligible for and has availability of funds under ODSP Community Start-Up Benefit, Ontario Works discretionary benefits or Healthy Communities Fund.

Should you have any questions or require additional information please contact me directly at 705-862-7850 ext 241.

Thank you in advance for your assistance.

Sincerely,

Gilles Plouffe  
Ontario Works Supervisor  
Manitoulin-Sudbury DSB