



All Recreation Fee Subsidy Program (RFSP) application submissions must include 1) proof of Richmond residency, 2) financial eligibility documents and 3) proof of legal dependants (if applicable). The following document provides information on how to obtain copies of the required documents.

When submitting your application, submit copies of the required documents. Please do not send original documents.

1) Richmond Residency: How to prove you live in Richmond (Step 4 on application)

RFSP applicants must live in Richmond. We require one (1) document issued in the past three (3) months from a business or a company that shows your name and address. The document must include the same full name as the adult applying, and the same address as listed on your application. These are some examples of documents we accept:

- Phone bill
Utility bill
Bank statement
BC Housing approval letter
Cheque stub from the Ministry of Social Development and Poverty Reduction (MSDPR)

\*Alternatively, you can submit a copy of a lease/rental agreement that has been issued in the past twelve (12) months. If submitting a Residential Tenancy Agreement, it must contain all six (6) pages.

## 2) Financial Eligibility: How to prove you are financially eligible for the program (Step 5 on application)

If you receive government financial assistance, submit a copy of any one (1) of the following documents. Below are instructions on how to obtain a copy of each document type.

### Youth Agreement or Agreements with Young Adults

**Phone:** 604-660-1044 (Child & Family Services Office for Richmond)

#### Steps:

1. Ask for a Confirmation letter of your Youth Agreement or Agreement with a Young Adult from your social worker or Ministry staff by phone or in-person.
2. Submit a copy to the RFSP office with your completed application and other required documents.

### Income Assistance or Disability Assistance (must be issued within the last 3 months)

**Phone:** 1-866-866-0800 (Ministry of Social Development and Poverty Reduction)

#### Steps:

1. Ask for a Release of Personal Information (Form HR0095) in-person from the Ministry of Social Development and Poverty Reduction, Richmond Office and request that your family composition information be listed in the “other” section.
2. Submit a copy to the RFSP office with your completed application and other required documents.

From: Ministry of Social Development and Poverty Reduction  
Employment and Assistance Office

To: \_\_\_\_\_

For the purpose of: \_\_\_\_\_

I, \_\_\_\_\_ give my consent to the Ministry of Social Development and Poverty Reduction to release my personal information regarding the following: (Client to check off appropriate category(ies))

Amount of Assistance: \_\_\_\_\_ To: \_\_\_\_\_

Period of Time From: \_\_\_\_\_ To: \_\_\_\_\_

Type of Assistance:

Income Assistance under the Employment and Assistance Act (regular assistance or regular assistance)

Income Assistance under the Employment and Assistance Act as a person who has permanent multiple barriers to employment

Disability Assistance under the Employment and Assistance Act for Persons with Disabilities Act

Health Supplements under the Employment and Assistance Act for Persons with Disabilities Act

Other: \_\_\_\_\_

**FOR OFFICE USE ONLY**  
(Complete only as authorized above)

For the time period specified above (or alternatively if more than 12 months is specified - During the past 12 months) the following information has been received:

Income Assistance under the Employment and Assistance Act (regular assistance or regular assistance)

Income Assistance under the Employment and Assistance Act as a person who has permanent multiple barriers to employment

Disability Assistance under the Employment and Assistance Act for Persons with Disabilities Act

Health Supplements under the Employment and Assistance Act for Persons with Disabilities Act

Other: \_\_\_\_\_

Signature of Ministry Staff: \_\_\_\_\_

MINISTRY OFFICE ADDRESS: \_\_\_\_\_

Page 1 of 2

### Resettlement Assistance

**Phone:** 1-888-242-2100 (Immigration, Refugees and Citizenship Canada)

#### Steps:

1. Ask for a Confirmation of Permanent Residence by phone.

2. Submit a copy to the RFSP office with your completed application and other required documents.

Note: A copy of your Confirmation of Permanent Residence should have been sent to you when you immigrated to Canada. If you do not have a copy, please contact the RFSP office to discuss the third party referral process.

Citizenship and Immigration Canada / Citoyenneté et Immigration Canada PROTECTED - B

**CONFIRMATION OF PERMANENT RESIDENCE**

Family name: \_\_\_\_\_  
 Given name(s): \_\_\_\_\_  
 Date of birth: \_\_\_\_\_  
 Sex: \_\_\_\_\_  
 Citizenship: \_\_\_\_\_  
 Document no.: \_\_\_\_\_

(UCI) \_\_\_\_\_  
 (App. no.) \_\_\_\_\_

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**PERSONAL DETAILS - PA**

Marital status:	Place of birth:	COE:
Height (cm):	Eyes color:	COE:
Last entry at:	Last entry date:	Orig. entry date:
Became P.R. at:	Became P.R. on:	Underlying (most):
Travel doc. no.:		Expiry date:
Country of issue:		

**APPLICATION DETAILS**

Issued at:	Issued date:	Valid to:
Category:	Pris. of dest.:	City of dest.:
Special program:	Tax. Res. no.:	Flight no.:
CSQ no.:	HELOC no.:	PHC:

Conditions: \_\_\_\_\_

Have you ever been charged/convicted of a crime or offence, refused admission to Canada or required to leave Canada? \_\_\_\_\_

**MEDICAL DETAILS**

ME no.:	Surveillance code:	Valid to:
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**SPONSOR INFORMATION**

UCI:	Name:
DOB:	Relationship:
Address:	

**DEPENDANTS INFORMATION**

Have you any dependants other than those listed below? \_\_\_\_\_

### Rental Assistance Program (RAP) or Shelter Aid for Elderly Renters (SAFER)

**Phone:** 604-433-2218 (BC Housing – within Lower Mainland) or 1-800-257-7756 (BC Housing – toll-free)

**Steps:**

1. Ask for a copy of your approval letter from BC Housing by phone.
2. Submit a copy to the RFSP office with your completed application and other required documents.

**BC HOUSING**

Rental Assistance Program  
 400-410 Burrard Street  
 Vancouver BC V6C 2K6  
 Telephone: 604-433-2218  
 Toll-free: 1-800-257-7756  
 Web: www.bchousing.org

We are pleased to advise you that your application to the Rental Assistance Program has been approved.

To continue receiving subsidy through the Rental Assistance Program, you will be asked to complete a reapplication form once per year in the month of your birth. BC Housing will mail the reapplication form to you approximately three months before it is due.

If you have any questions you may contact the Rental Assistance Program at 604-433-2218 or toll-free at 1-800-257-7756.

Yours truly,

## Guaranteed Income Supplement (GIS)

**Phone:** 1-800-277-9914 (Service Canada)

**Steps:**

1. Ask for a copy of your Confirmation of Current Status of Guaranteed Income Supplement by phone.
2. Submit a copy to the RFSP office with your completed application and other required documents.

Note: GIS recipients must wait to get their new confirmation letter in July before applying for the September to August RFSP funding.

Service Canada  
1-800-959-1177  
1-800-959-1177  
1-800-959-1177

PROTECTED B (when completed)

Social Insurance Number

Date July 2019

2018 Income	July Payment
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Service Canada has determined that you are entitled to the Guaranteed Income Supplement, the Allowance or the Allowance for the Survivor benefit for the period of July 2019 to June 2020.

The total amount of your monthly payment to which you are entitled includes any Old Age Security benefits you may receive.

If you are paying back an overpayment or if you have asked Service Canada to deduct income tax each month, the amount you receive may be lower.

The monthly amount of your entitlement is based on your current marital status and your 2018 income (if you are married or in a common-law relationship, this is your income and your partner's income combined). As we review your entitlement, your benefit payments will change. It is possible that the monthly amount of your benefit could change (either higher or lower).

According to our records, you are currently:

married or living in a common-law relationship.

single, separated, divorced, widowed, or living apart for reasons beyond your control.

If this information is not correct, you must notify us as soon as possible, because your entitlement to benefits may be affected. If this information is correct, you do not need to contact us or take any action.

## Proof of Income Statement (Option C):

If you do not receive government financial assistance but are in financial hardship, you can also submit a Proof of Income Statement (Option C) to show that your income falls within the limit set.

**Online:** [www.canada.ca/my-cra-account](http://www.canada.ca/my-cra-account)

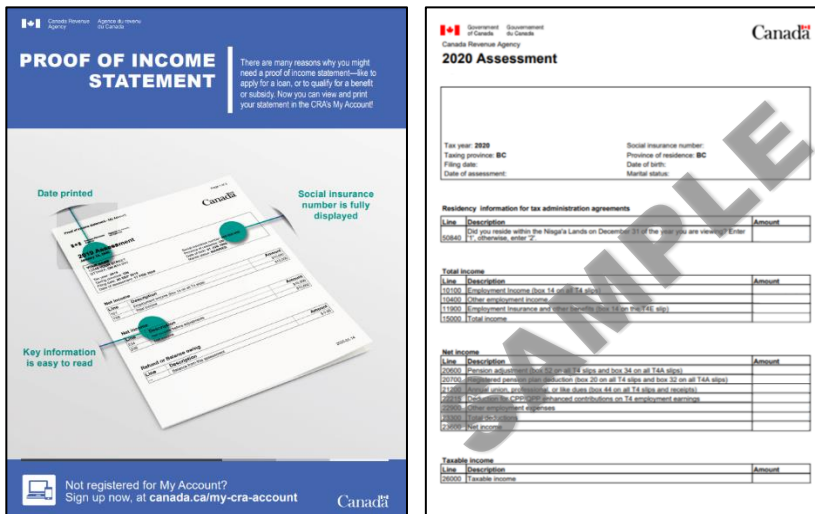
**Steps:**

1. Login to CRA My Account.
2. Locate the "Related Services" panel,
3. Select "Proof of income statement."
4. Select most recent tax year.
5. Print or Save As PDF.
6. Submit a copy to the RFSP office with your completed application and other required documents.

**Phone:** 1-800-267-6999 (Canada Revenue Agency)

**Steps:**

1. Be ready to provide any of the following information: Social Insurance Number (SIN), birth date, Notice of Assessment details (line 15000)
2. Select the “English” or “French” option.
3. Select the “Proof of Income Statement” option.
4. Proof of Income Statement will be sent to you by mail.
5. Submit a copy to the RFSP office with your completed application and other required documents.



**3) How to prove children live with you (Step 2 in application)**

For families with children (legal dependents), submit a copy of the following two documents.

**Canada Child Benefit Notice (for children living with you, 0–18 years old)**

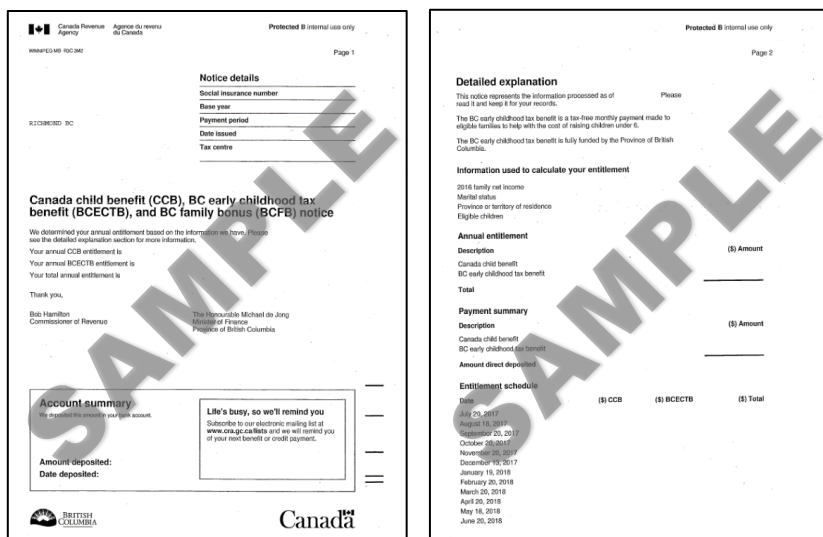
**Phone:** 1-800-387-1193 (Canada Revenue Agency)

**Steps:**

1. Be ready to provide any of the following information: Social Insurance Numbers (SIN), birth date, Notice of Assessment details (line 15000), amount you are receiving monthly, mailing address.
2. Select the “CCB” option.
3. Select the “Personalized Information about CCB” option.
4. CCB Notice will be sent to you by mail.
5. Send a copy of **both** pages to the RFSP office with your completed application and other required documents.

**Online:** [www.canada.ca/my-cra-account](http://www.canada.ca/my-cra-account)  
**Steps:**

1. Login to CRA My Account.
2. Select “Mail” from top banner.
3. Select correspondence item “CCB Notice.”
4. Print or Save As PDF.
5. Submit a copy to the RFSP office with your completed application and other required documents.



**Confirmation of Full-time Enrolment (for dependant living with you, 19–24 years old)**

Note: Dependant must be registered in classes before asking for the letter (minimum 3 courses per semester).

**Phone:** Contact number varies by post-secondary institution or continuing education centre  
**Steps:**

1. Contact the Enrolment office at your child’s post-secondary institution or continuing education centre to ask for a confirmation letter.
2. Submit a copy to the RFSP office with your completed application and other required documents.

If you have any further questions, please contact the RFSP office at [subsidy@richmond.ca](mailto:subsidy@richmond.ca) or 604-247-4909. Applications that have all documents take an average of ten (10) business days to process. Your application status will be emailed or mailed to your home address.