Instructions for Required Documents

Recreation Fee Subsidy Program
6911 No. 3 Road, Richmond, BC V6Y 2C1
subsidy@richmond.ca

www.richmond.ca/subsidy **Contact: 604-247-4909**

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.

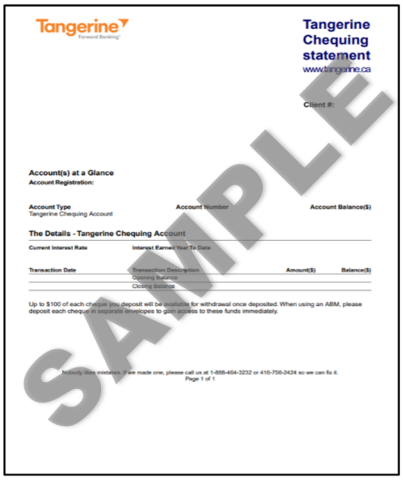
When submitting your application, submit **copies** of the required documents. Please do not send original documents.

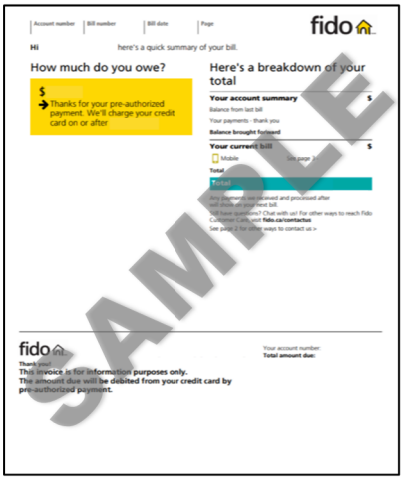
1) Richmond Residency: How to prove you live in Richmond (Step 4 on application)

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.

Strengthening Abilities and Journeys of Empowerment (SAJE)

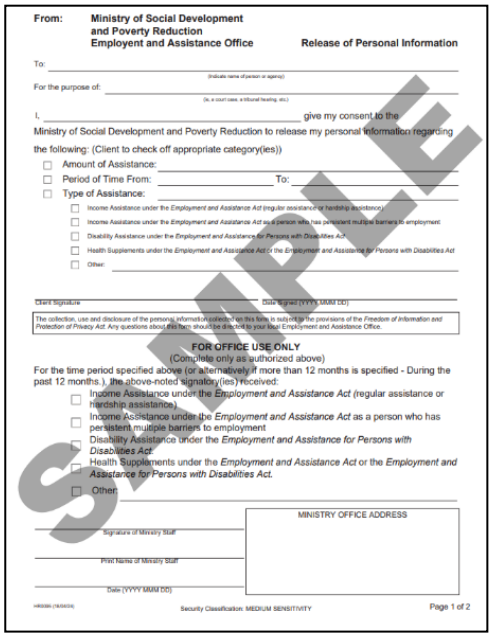
Phone: 604-660-1044 (Child & Family Services Office for Richmond)
Steps:

1. Contact your Ministry social worker or SAJE staff by phone or in-person to request a referral to the City of Richmond's Recreation Fee Subsidy Program.
2. Submit the completed referral form to the RFSP office.

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; or call 1-866-866-0800 to request a copy of it, and ensure your <u>family member</u> 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
Employent and Assistance Office

Release of Personal Information

To: _____
(Indicate name of person or agency)

For the purpose of: _____
(ie, a court case, a tribunal hearing, etc.)

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: _____
- ☐ Period of Time From: _____ To: _____
- ☐ Type of Assistance: _____
  - ☐ Income Assistance under the *Employment and Assistance Act* (regular assistance or hardship assistance)
  - ☐ Income Assistance under the *Employment and Assistance Act* as a person who has persistent multiple barriers to employment
  - ☐ Disability Assistance under the *Employment and Assistance for Persons with Disabilities Act*
  - ☐ Health Supplements under the *Employment and Assistance Act* or the *Employment and Assistance for Persons with Disabilities Act*
  - ☐ Other: _____

Client Signature _____ Date Signed (YYYY MMM DD)

The collection, use and disclosure of the personal information collected on this form is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Any questions about this form should be directed to your local Employment and Assistance Office.

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 above-noted signatory(ies) received:

- ☐ Income Assistance under the *Employment and Assistance Act* (regular assistance or hardship assistance).
- ☐ Income Assistance under the *Employment and Assistance Act* as a person who has persistent multiple barriers to employment
- ☐ Disability Assistance under the *Employment and Assistance for Persons with Disabilities Act*
- ☐ Health Supplements under the *Employment and Assistance Act* or the *Employment and Assistance for Persons with Disabilities Act*.
- ☐ Other: _____

Signature of Ministry Staff

Print Name of Ministry Staff

Date (YYYY MMM DD)

MINISTRY OFFICE ADDRESS

Security Classification: MEDIUM SENSITIVITY

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SAMPLE

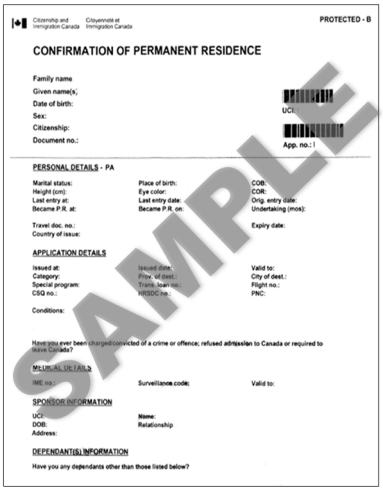
- Confirmation of Assistance may be accepted for single-person and single-parent households only. The note can be downloaded from your online Service Canada account.

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.


PROTECTED - B

CONFIRMATION OF PERMANENT RESIDENCE

Family name
Given name(s):
Date of birth:
Sex:
Citizenship:
Document no.:
UCI:
App. no.:1

PERSONAL DETAILS - PA

Marital status:
Height (cm):
Last entry at:
Became P.R. at:
Place of birth:
Eye color:
Last entry date:
Became P.R. on:
COB:
COR:
Orig. entry date:
Undertaking (mos):
Travel doc. no.:
Country of issue:
Expiry date:

APPLICATION DETAILS

Issued at:
Category:
Special program:
CSQ no.:
Valid to:
City of dest.:
Flight no.:
PNC:
Conditions:

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

MEDICAL DETAILS

IME no.:
Surveillance code:
Valid to:

SPONSOR INFORMATION

UCI:
DOB:
Address:
Name:
Relationship

DEPENDANT(S) INFORMATION

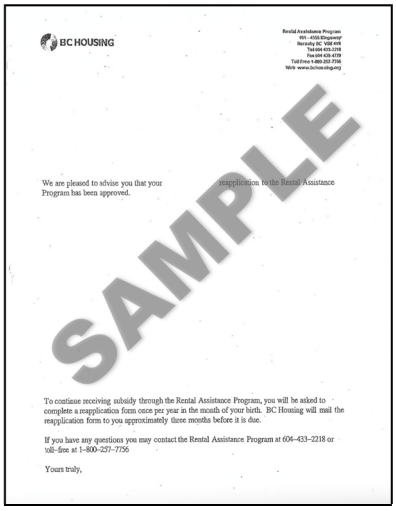
Have you any dependants other than those listed below?

SAMPLE

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

We are pleased to advise you that your application for 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,

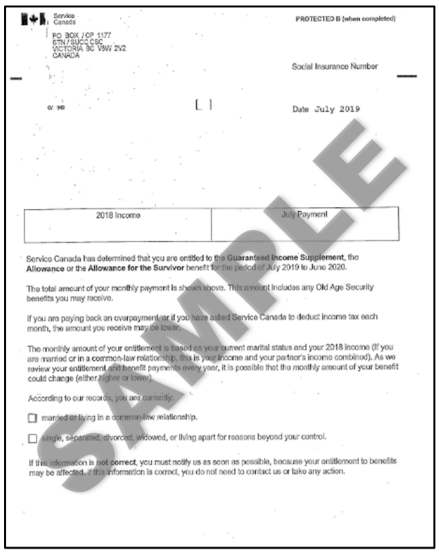
SAMPLE

Guaranteed Income Supplement (GIS)

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

1. Ask for a copy of your Confirmation of Current Status for Guaranteed Income Supplement (Form CRT-9006) for the period from July 2026 to June 2027 by phone.
2. Submit a copy to the RFSP office with your completed application and other required documents.

Note: Current GIS recipients must wait to get their updated confirmation letter in July or August before applying the subsidy for next program year.


Service Canada
PO BOX / CP 1177
STN TBUCS CRC
VICTORIA BC V8W 2V2
CANADA

PROTECTED B (when completed)

Social Insurance Number

Date July 2019

2018 Income	July Payment

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 is shown above. This amount 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 and benefit payments every year, 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.

SAMPLE

Canada Disability Benefit

Phone: 1-833-486-3007 (Service Canada)
Steps:

1. Request a letter that includes a Canada Disability Benefit eligibility decision for the period from July 2026 to June 2027 from Service Canada by phone.
2. Submit a copy to the RFSP office with your completed application and other required documents.

Proof of Income Statement (Option C):

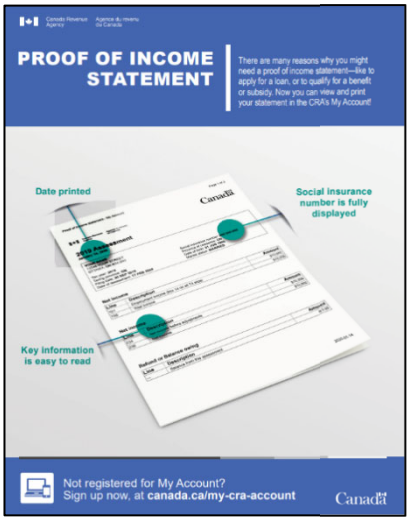
If you do not receive government financial assistance but are in financial hardship, you can also submit a Proof of Income Statement (Option C) to show that your income falls within the limit set.

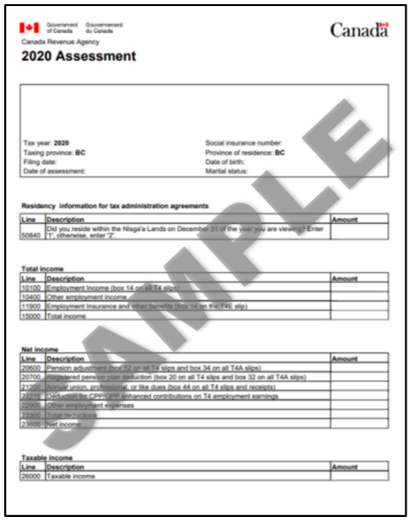
Online: www.canada.ca/my-cra-account
Steps:

1. Login to CRA My Account.
2. Locate the “Tax Returns” tab.
3. Select “Proof of income statement.”
4. Select most recent tax year.
5. **SAVE** As PDF document.
6. Submit a copy to the RFSP office with your completed application and other required documents.

Phone: 1-800-959-8281 (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. Press 2, then press 1 to 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.

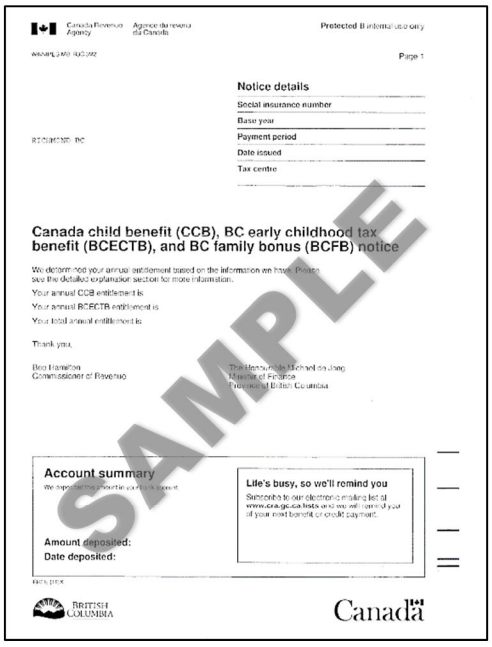
Canada Child Benefit Notice (for children living with you, 0–18 years old)

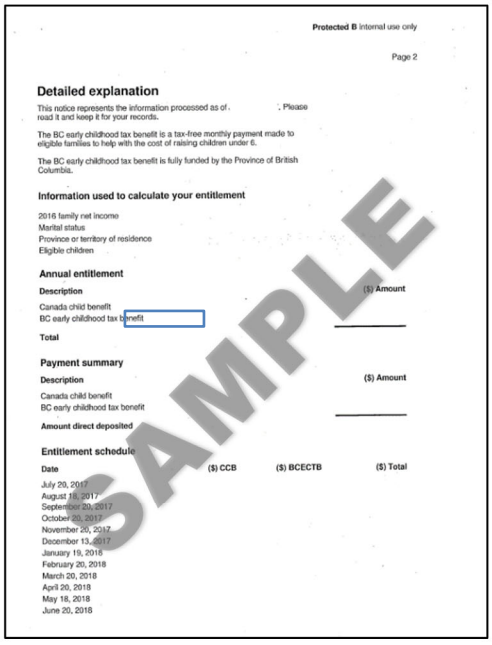
Phone: 1-800-387-1193 (Canada Revenue Agency)
Steps:

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
Steps:

1. Login to CRA My Account.
2. Select “View Mail” from left-hand menu.
3. Select correspondence item “CCB Notice” or “Canada Groceries and Essential Benefit (CGEB) Notice.”
4. **Save** As PDF or Print it.
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 letter to confirm full time enrolment of the term.
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 or 604-247-4909. Applications that have all documents take an average of ten (10) business days to process (except from July to October during the peak period of the year). Your application status will be emailed or mailed to your home address.