

St. Thomas - Elgin Ontario Works

A Few Easy Steps to Online Application for Social Assistance

Now Available May 16th, 2011

YOU CAN NOW APPLY ON LINE FOR:

Assistance for Children with Severe Disabilities

Temporary Care (Ontario Works)

Ontario Disability Support Plan

Ontario Works

<https://saapply.mcass.gov.on.ca/CitizenPortal/cw/PlayerPage.do>

The online application is a new way to apply for assistance.

It is available 24 hours a day 7 days a week, in either English or French. You can access the [online application](#) from the comfort of your own home or from any public access computer. The information exchanged is secure.

The application has 2 stages: The first is a screening stage that will tell you of your possible eligibility in the programs. Once you complete the screening stage you will be able to submit the information if you decide to apply for assistance. You will still have to go to the local office to finish your application.

What you should have with you for all the members of your family

Personal information: date of birth, social insurance number, health card numbers

Current bank balances, any investments, insurance etc.

Information that relates to your current income: Are you working? Are you receiving employment insurance, WSIB, Canada Pension or private insurance? Do you receive support for you or your children?

What are your expenses?
Do you pay rent, mortgage, hydro, fuel?

What to expect when applying online

Be sure to read the "Right for You" page.

About you section: you can enter your personal information, you will check the "People in your home" check box to add those members of your family that will be **included** in your application.

Once added, the application will ask you about the relationships between members of your household, are they your spouse? Are they your child?

In the income sections you will choose what kind of income and who receives it, be sure to record all the income that each member has.

You will record your housing costs in the expenses section. Enter your rental cost, mortgage payments, utility costs, or board and lodging costs.

A summary of all the information you gave will appear, you can edit any of the areas before you go on. When you click "next", it will advise you of "possible" eligibility and you can choose to continue to submit an application.

All areas marked with an (*) need to be completed. If you have any questions about any of the questions asked, use the "expand help" on the page.

Before you start: make sure you have all the information you need to submit, and you have enough time to complete the application online, it cannot be saved and finished later.

Notes!

Read the "Right for You" page at the beginning of the online application.

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Online Application for Social Assistance

Where can I use a computer?

LIBRARIES

All of the libraries in Elgin County and the library in St. Thomas have computers that can be used by the public.

You will need a library card, they are free. You can get a library card application at any library branch or at the St. Thomas - Elgin Ontario Works office. You will need something with your address on it and one piece of I.D.

Computers can be reserved by calling the library ahead of time.

St. Thomas Public Library, Elgin Mall St. Thomas	519 631 6050
38 John Street S, Aylmer	519 773 2439
14134 Belmont Rd., Belmont	519 644 1560
236 Shackelton St., Dutton	519 762 2780
21 Pitt St., Port Burwell	519 874 4754
302 Bridge St., Port Stanley	519 782 4241
207 Furnival Rd., Rodney	519 785 2100
9557 Union Rd., Shedden	519 764 2081
12105 Whittaker Rd., Springfield	519 765 4515
9366 Plank Rd., Straffordville	519 866 3584
160 Main St., West Lorne	519 768 1150



The use of the computers is free, there is a charge if you wish to print anything.

Remember!

The more information you include in the application, the more quickly your application can be processed.

If you aren't comfortable submitting information on the computer, you can still apply over the phone or in person at the local office.

At the end of the application you can tell us what days and times would be best for you to come into the local office to finish your application.

If you don't have a phone number for us to contact you at, you will be asked to call the local office within 3 days to book an "in person" appointment to finish your application. You don't have to print anything, but you should write down the confirmation number you will get at the end of the online application.



If you have questions about the Ontario Works program, or the questions in the online application call the Ontario Works office at (519) 631-9350 or toll free at (800) 265-4362 ext 112



Located at:
St. Thomas - Elgin Ontario Works
423 Talbot Street,
St. Thomas ON N5P 1C1