

## Serving children and youth in Ottawa since 1922 – *Changes to Program Eligibility*

### 1) Providing Proof of Household Income

At Christie Lake Kids (CLK), we offer afterschool, weekend and summer camp programs exclusively to children and youth from low-income households.

**Effective March 2023**, program application forms will require primary caregivers to provide proof of household income, as we only have space for children and youth from low income households. CLK uses information from Statistics Canada to inform these new guidelines for program access, including the following definitions:

- A 'household' is defined as the primary address for a child or youth attending a CLK program.
- 'Household income' is defined as the total gross income received by all members of a household living at the same primary address.
- To determine if a household is low-income, we will use Statistics Canada LIM (low-income measures) data. LIMs are relative measures of low income, set at 50% of adjusted median household incomes across Canada. These measures are categorized according to the number of people who live in the household, including all adults and children; and the combined household income. For example, a home with four people and an annual after-tax income of \$53,000 would be considered low income according to these LIMs. This chart will help define your status:

### LIM Criteria

Household after-tax income	Number of People Living in the Home						
	2	3	4	5	6	7	8+
less than \$40818	✓	✓	✓	✓	✓	✓	✓
\$40819-\$49992		✓	✓	✓	✓	✓	✓
\$49993-\$57726			✓	✓	✓	✓	✓
\$57727-\$64540				✓	✓	✓	✓
\$64541-\$70700					✓	✓	✓
\$70701-\$76364						✓	✓
\$76365-\$81637							✓

Source: Statistics Canada, Low income measure (LIM) thresholds by income source and household size.

## Required Documents

As part of the application process for all programs at CLK, primary caregivers must confirm low income status.

A [Notice of Assessment](#) or a [Proof of Income Statement](#) is preferred, but we will also accept documents that confirm the primary caregivers' receipt of income support payments through these programs:

- ODSP (Ontario Disability Support Program)
- Ontario Works
- the Resettlement Assistance Program
- the Guaranteed Income Supplement (for seniors)
- OSAP (Ontario Student Assistance Program)
- Statement of Assistance or Proof of Assistance document – some individuals receive income assistance each month by check.
- Receipt of the Ontario Child Benefit

We will also accept copies of the following Canada Revenue Agency forms:

- A T4 Statement of Remuneration Paid – this is a summary of your employment earnings and deductions during one calendar year.
- A T5007 Statement of Benefits form – this will show the amount of social assistance benefits paid to you, or on your behalf, during one calendar year.

Documents must be as current as possible and in rare cases, we will accept a letter or referral from a social worker, social service agency, or other professional who can confirm low income status on behalf of the primary caregiver.

When a child is in care (looked after by a foster family, a residential group home or other local authority like the Children's Aid Society), household income may be difficult to confirm. To protect the privacy, confidentiality, integrity and availability of all confidential data and information of the child, CLK has the right to review and process on a case by case basis and make accommodations.

**Please note that the contents of these documents are kept confidential at all times.** We do not share information about individual households or participants with anyone outside of our organization. Our online database system allows us to upload documents to correspond with client files in a safe and secure way, with access limited to current CLK staff only.

### 2) For residents living in Ottawa Community Housing (OCH) neighbourhoods

In an effort to increase equitable service and simplify the application process, we do not require proof of income from families who physically reside in an apartment or house managed by OCH. Effective September 2024, CLK will work with OCH teams to promote greater accessibility to our programs, and confirm addresses provided to us on incoming applications.

## FAQs

### **Why is CLK doing this now?**

As a not-for-profit, charitable organization, CLK relies on several sources of funding to keep our programs running. Some funders require us to report on the income status of our clientele and we are obligated to provide comprehensive and accurate information. We want to improve our reporting structure, in an effort to gain access to greater funding opportunities: if we advocate successfully for our clientele, we are more likely to receive more funding to improve or expand our programs. To be clear, we do not share information about individual households: we report on the cumulative data we collect about all household incomes.

### **Will parents/guardians have to provide proof of income every time a child is registered for a new year of camp/STAR program?**

In an effort to report accurately to our funders, we must keep track of changes to the income status of our clientele on an annual basis. As such, we will require primary caregivers to submit proof of their household income once per year.

### **How do I submit documents to CLK that provide proof of my household income?**

Our online database will allow primary caregivers to upload these documents, but we will also accept hard copies.

## **2) Does CLK serve children and youth that require one-to-one aide?**

Maintaining a safe environment for engagement and play is the top priority across all programs at Christie Lake Kids. To ensure the safety of all participants, we cannot currently provide support to any child or youth who requires one-to-one aide or 24 hour supervision for the following reasons:

- Our program spaces in the city have limited accessibility, and our camp sits on vast and varied terrain. It is difficult to adequately support individual needs for support, especially for children with complex physical disabilities.
- Currently, our resources are limited and we cannot afford the cost of training employees to provide unique aide services.

There are a number of social service agencies that can serve children and youth that require assistance. On a case-by-case basis, we are happy to provide referrals to, or contact information for, services that may be more appropriate.

### **Do you have questions, comments or concerns?**

We want to be sure that applying to our programs is a clear and simple process. If you have any questions, please contact us at our office location: 613-742-6922

Our online application portal helps streamline the application process but we do not want this process to become a barrier. If you know someone who does not have computer access or prefers to communicate in a language other than English, please let our team know and we'll do everything we can to assist.