



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 Agreements (YA), Agreements with Young Adults (AYA) or 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 family member 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** Release of Personal Information

To: _____
(Include name of person or agency)

For the purpose of: _____
(In 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: _____ To: _____

Period of Time From: _____ To: _____

Type of Assistance:

Income Assistance under the Employment and Assistance Act (reg. for assistance by hardship assistance)

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

Disability Assistance under the Employment and Assistance Act (Persons with Disabilities Act)

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

Other: _____

Client Signature: _____ Date: (YYYY-MM-DD) _____

The collection, use and disclosure of the personal information contained in 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 signature(s)) 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 completed 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-MM-DD) _____

MINISTRY OFFICE ADDRESS

MINISTÈRE DU DÉVELOPPEMENT SOCIAL ET DE LA RÉDUCTION DE LA POUVRETE Security Classification: MEDIUM SENSITIVITY Page 1 of 2

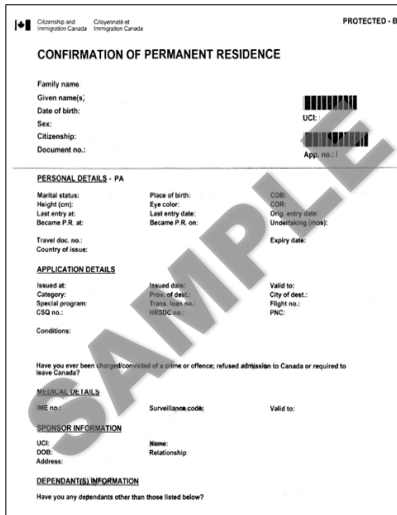
Resettlement Assistance

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.



The image shows a sample form titled "CONFIRMATION OF PERMANENT RESIDENCE" from Immigration, Refugees and Citizenship Canada. The form is marked "PROTECTED - B" and contains various fields for personal and application details. A large "SAMPLE" watermark is overlaid on the form.

CONFIRMATION OF PERMANENT RESIDENCE

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

PERSONAL DETAILS - PA

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

APPLICATION DETAILS

Issued at: _____ Issued date: _____ Valid to: _____
Category: _____ Pri. of dest.: _____ City of dest.: _____
Special program: _____ Transit file no.: _____ Flight no.: _____
CSQ no.: _____ JSD/DC no.: _____ PNC: _____
Conditions: _____

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

LEGAL DETAILS

IME no.: _____ Surveillance code: _____ Valid to: _____

SPONSOR INFORMATION

UCI: _____ Name: _____
DOB: _____ Relationship: _____
Address: _____

DEPENDANTS INFORMATION

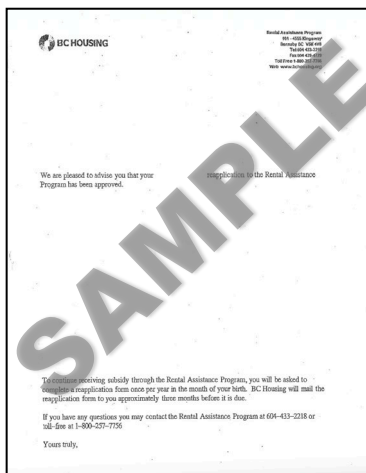
Have you any dependants other than those listed below? _____

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.



The image shows a sample letter from BC Housing regarding the Rental Assistance Program. The letter is marked "SAMPLE" and contains information about the program and contact details. A large "SAMPLE" watermark is overlaid on the letter.

BC HOUSING

Rental Assistance Program
604-433-2218
Monday to Friday
9:00 am to 5:00 pm
Toll-free 1-800-257-7756
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 re-submit your application form once per year in the month of your birth. BC Housing will mail the application 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 for Guaranteed Income Supplement (Form CRT-9006) for the period from July 2024 to June 2025 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 or August before applying for the September to August RFSP funding.

Service Canada
PO BOX 127 177
OTTAWA ON K1P 1Y2
CANADA

PROTECTED B (When completed)

Social Insurance Number _____

Date July 2019

2018 Income	A) 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 is shown below. 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 differ.

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.

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

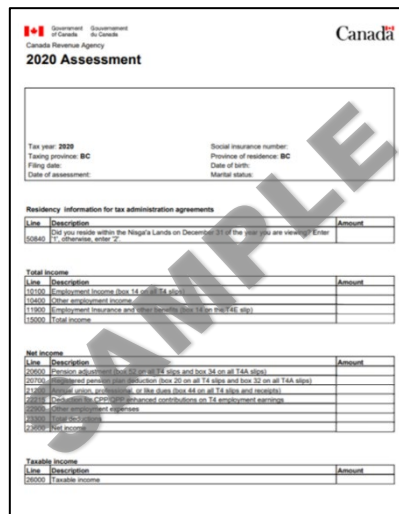
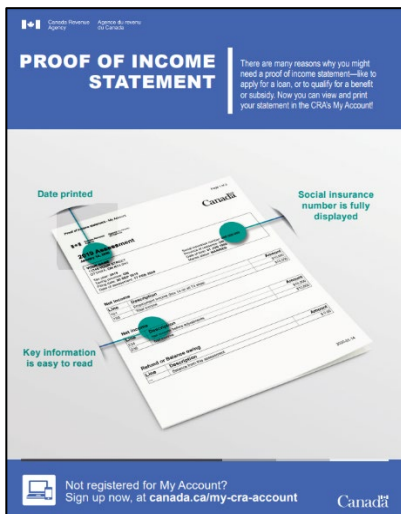
Steps:

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: 1-800-267-6999 (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
Steps:

1. Login to CRA My Account.
2. Select "View Mail" from left-hand menu.
3. Select correspondence item "CCB Notice" or "GST/HSTC Notice."
4. Print or Save As PDF.
5. Submit a copy to the RFSP office with your completed application and other required documents.

Canada Revenue Agency / Agence du revenu du Canada
Winnipeg MB R0C 2A0
Page 1

Notice details

Social insurance number: _____
Base year: _____
Payment period: _____
Date issued: _____
Tax centre: _____

Canada child benefit (CCB), BC early childhood tax benefit (BCECTB), and BC family bonus (BCFB) notice

We determined your annual entitlement based on the information we have. Please see the detailed explanation section for more information.

Your annual CCB entitlement is _____
Your annual BCECTB entitlement is _____
Your total annual entitlement is _____

Thank you,
Bob Hamilton, Commissioner of Revenue / The Honourable Michael de Jong, Minister of Finance, Province of British Columbia

Account summary
We deposited this amount in your bank account.

Amount deposited: _____
Date deposited: _____

Life's busy, so we'll remind you
Subscribe to our electronic mailing list at www.cra.gc.ca/lets and we will remind you of your next benefit or credit payment.

BRITISH COLUMBIA Canada

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Detailed explanation

This notice represents the information processed as of **March 7, 2017**. Please read it and keep it for your records.

The BC early childhood tax benefit is a tax-free monthly payment made to eligible families to help with the cost of raising children under 6.
The BC early childhood tax benefit is fully funded by the Province of British Columbia.

Information used to calculate your entitlement

2016 family net income _____
Marital status _____
Province or territory of residence _____
Eligible children _____

Annual entitlement

Description	(\$ Amount)
Canada child benefit	_____
BC early childhood tax benefit	_____
Total	_____

Payment summary

Description	(\$ Amount)
Canada child benefit	_____
BC early childhood tax benefit	_____
Amount direct deposited	_____

Entitlement schedule

Date	(\$ CCB)	(\$ BCECTB)	(\$ Total)
July 26, 2017	_____	_____	_____
August 30, 2017	_____	_____	_____
September 29, 2017	_____	_____	_____
October 29, 2017	_____	_____	_____
November 29, 2017	_____	_____	_____
December 13, 2017	_____	_____	_____
January 19, 2018	_____	_____	_____
February 20, 2018	_____	_____	_____
March 20, 2018	_____	_____	_____
April 20, 2018	_____	_____	_____
May 18, 2018	_____	_____	_____
June 20, 2018	_____	_____	_____

Canada Revenue Agency / Agence du revenu du Canada
Winnipeg MB R0C 2A0
Page 1

Notice details

Social insurance number: _____
Base year: 2021
Payment period: Jul 2022 - Jun 2023
Date issued: Apr 5, 2023
Tax centre: Winnipeg MB R0C 2A0

Goods and services tax/harmonized sales tax credit (GST/HSTC) and BC climate action tax credit (BCCATC) notice

We changed your annual entitlement based on the information we have.
We increased your annual BCCATC entitlement this year.
Please see the Explanation section for more information.

Thank you,
Bob Hamilton, Commissioner of Revenue / The Honourable Katrine Conroy, Minister of Finance, Province of British Columbia

Account summary
We deposited this amount in your bank account.

Amount deposited: _____
Date deposited: Apr 5, 2023

MyBenefits CRA - get your information on the go!
MyBenefits CRA is a fast, easy, and secure way to check your benefit information. For more details, go to canada.ca/cra-mobile-apps.

BRITISH COLUMBIA Canada

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Notice details

Social insurance number: _____
Base year: 2021

Explanation

This notice represents the information processed as of **March 7, 2023**. Please read it and keep it for your records.

The GST/HST credit and the BC climate action tax credit are tax-free quarterly payments that help individuals and families with low and modest incomes offset all or part of the GST or HST they pay.
The BC climate action tax credit is fully funded by the Province of British Columbia.

We reviewed your entitlement based on:
- an update to the information on file

Information used to calculate your entitlement

We used this information to determine the amount of your credit.

Description | **Information**

2021 family net income _____
Marital status: Married or living common-law
Province or territory of residence: British Columbia
Qualified children: _____

Annual credit
We calculated this amount for the entire year:

Description	(\$ Amount)
BC climate action tax credit	_____

Payment summary
This payment consists of the following credit:

Description	(\$ Amount)
BC climate action tax credit	_____
Amount direct deposited	_____

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 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.