

## **Income Verification – Recommendations MNPFA**

Manitoba Housing's Rental Housing Programs Policy Manual states:

*To determine income, housing providers must use one or more of the following documents:*

- *the most recent filed tax return provided by the Canada Revenue Agency;*
- *current budget information provided by Employment and Income Assistance; or*
- *proof of current income provided by household members if there is no tax return available*

MHRC recommendations to our housing partners and service provider organizations:

### **1) For Employment and Income Assistance (EIA) applicants and tenants:**

Use applicants' or tenant's EIA Budget Letter to identify their monthly income and multiply it by 12 to determine their annual income for program eligibility. The letter also identifies the Rent Assist rate for the purposes of rent calculations. CRA Proof of Income Statement (option 'C' print) is not required for EIA clients where EIA Budget Letter is obtained.

The rationale to allow budget information from EIA, rather than CRA information is to ensure a mechanism to provide service in a timely manner for individuals in receipt of EIA benefits.

### **2) For non Employment and Income Assistance (EIA) applicants and tenants:**

Obtain Proof of Income Statement (option 'C' print) for applicants who have filed taxes as it is the most accurate method of verifying income. Where CRA information is not available, obtain current income information.

In some cases, the time it takes to get the Proof of Income Statement from CRA may create an extra barrier to the individual's access to housing or service. When this happens, it is best practice to ensure the delay does not disqualify the applicant from service.

For either option, retain a copy of the proof of income in the tenant file including EIA budget letter, CRA Proof of Income Statement (option 'C' print), or current income information.

Housing providers can exercise either option as appropriate for clients applying for social housing.

Please contact our Quality Assurance and Compliance Officers at [StandardsandCompliance@gov.mb.ca](mailto:StandardsandCompliance@gov.mb.ca) or at (204) 945-4635 with any questions or further clarification on program policy.

Regards,  
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