



## Memorandum

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Date: February 10, 2003

To: Directors  
Employment and Income  
Assistance

From: Pam Goulet and John Petersen  
Executive Directors  
Employment and Income Assistance  
305 – 114 Garry Street  
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Subject: **Rental Information Form**

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A number of concerns have been raised in regard to the revised rental information form (Directive 2003-05).

It is our understanding that staff have raised concerns regarding the color of the revised form (white). A supply was obtained in the assigned color of white, however, senior management have taken the request to change the form to green under advisement and will review changing the form color once the current supply is exhausted, providing the change to a colored paper is not cost prohibitive.

A second concern was with respect to the case number. The case number is located next to the participant's signature on the back page. This field is to be completed by the participant, not by staff. Since the case number is a piece of personal information, it is the participant's decision whether they wish to release the case number to the landlord. It is suggested that staff remind participants that they must fill in the case number before they return the form. This will also give staff the opportunity to ensure that the participants know their case number. To assist in cases where a form has been returned without a case number, staff may wish to enter a case note regarding the move prior to releasing the rental information form.

A third concern was raised as to the removal of the area on the form that requested the names of persons living with the participant. The collection of names of persons living with a participant without the consent of these persons is not an acceptable practice. Should there be concerns that the participant is residing with another participant (for example, the concern may be that overall EIA is paying too much rent for the accommodations, or there is no vacancy at the address) a review in SAMIN can provide the required information.