

# MARCHÉ BON ACCUEIL



## Admission criteria :

- *Live under the Threshold of Poverty;*
- *Have housing;*
- *Have a legal(\*) status in Canada*

## DOCUMENTS REQUIRED TO OPEN AND UPDATE A FILE

### Office hours to open and update files

**Monday:** 8:30 am to 11:00 am; **Closed in the afternoon**  
**Tuesday:** 8:30 am to 2:00 pm  
**Wednesday:** 8:30 am to 2:00 pm  
**Thursday:** **Closed in the morning;** 1:00 pm to 6:00 pm  
**Friday:** 8:30 am to 2:00 pm

### Distribution hours:

**Tuesday:** 8:30 am to 11:30 am; 1:00 pm to 2:30 pm  
**Wednesday:** 8:30 am to 11:30 am; 1:00 pm to 2:30 pm  
**Thursday:** **No distribution in the morning;**  
 1:00 pm to 7:00 pm  
**Friday:** 8:30 am to 11:30 am; 1:00 pm to 2:30 pm

### 1. Provide for **EACH** person in the household **ONE** of the following proofs of identity:

- Valid Medicare card (RAMQ)
- Valid driver's licence
- Valid Canadian passport
- Permanent residency confirmation/card
- Immigration documents (Ex : Asylum Seeker/Refugee document, Valid Work Permit or other)

### 2. Provide **ONE** of the following proofs of address:

- Lease/Rent contract/Landlord receipt
- Letter from landlord or from person who signed the lease
- Hydro Québec bill
- Home telephone bill/Home cable bill (i.e. Bell Canada, Videotron or other)

### 3. Provide for **EACH** person in the household aged 18 years and older **each of the required documents** according to their income source

Financial situation	Documents to provide	
Provincial <b>and</b> Federal Child Allowances for children	Three (3) last bank statements	<b>Or</b> letter from the government with the <b>amounts of the allowances</b>
Job	Three (3) last bank statements	<b>And</b> the last payslip
Public Social Assistance/Welfare	Three (3) last bank statements <b>(With the exception of single clients)</b>	<b>And</b> the claim slip with <b>Welfare amount</b>
Student Loans and Bursaries	Three (3) last bank statements	<b>And</b> the detailed full-time calculation table <b>with the monthly amounts</b>
French Course paid by the MIDI	Three (3) last bank statements	<b>And</b> the letter from the MIDI with the <b>weekly amount</b>
Unemployment and Employment Insurance	Three (3) last bank statements	<b>And</b> the letter from Employment Insurance <b>with the amount</b>
Sick leave from work	Three (3) last bank statements	<b>And</b> the letter from the CNESST <b>with the amount</b>
Parental leave	Three (3) last bank statements	<b>And</b> the letter of Parental Insurance <b>with the amount</b>
Canadian or Quebec pension	Three (3) last bank statements	<b>Or</b> a bank book <b>with pension(s) the amount(s)</b>
Disability benefits	Three (3) last bank statements	<b>And</b> the letter of Disability Benefits <b>with the amount</b>
Self-employed	Three (3) last bank statements	<b>And</b> the last Notice of Assessment
No or any other source of income mentioned above	Three (3) last bank statements	
Notice of assessment of each adult in the family		

(\*)There are some exceptions

