



Custody Document

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NOTE: Documentation required if requesting an additional bedroom for children not residing with the household on a permanent basis

To qualify for additional bedroom or bedrooms for a child or children not residing with the household on a permanent basis, proper documentation must be provided.

For Joint Custody or Visitation Rights

A legal separation agreement or Court order is required. Where there is no legal agreement a sworn affidavit from **each parent or guardian** confirming the regular overnight visits of the child or children may be accepted.

The documentation must state:

- A member of the household has visitation rights for a child who stays overnight with the household regularly. The member is legally required through a documented legal agreement to provide adequate accommodation for the child when she or he stays overnight.

For Foster Children

Households that provide foster care on an ongoing basis may be housed to meet occupancy standards for the foster children providing proper documentation is supplied.

Households that cease to have foster children in the home will be deemed over housed; however if extenuating circumstances exist and the household provides documentation to confirm that foster care is ongoing, the Housing Provider may determine that the household continues to meet occupancy standards for the unit.

The documentation must be in the form of a letter from the Children's Aid Society stating that:

- The household has been approved to provide foster care
- The foster care arrangement is current
- The number of children the household has been approved for care

For Children attending post-secondary school

A child that does not live with the household while attending a recognized educational institution whether full-time or part-time, is entitled to a bedroom providing the child lives with the household while not attending school and is dependent, in whole or in part, on the household for financial assistance.

The household must provide documentation to verify that the child attends a recognized educational institution, full or part-time, and that the child lives with the household while not attending school.

The documentation may include:

- Letter from recognized educational institution
- Verification that enrolment fees have been paid
- Current timetable from school

For Children in Custody of Children's Aid Society

A household may be assigned additional bedrooms to accommodate additional children not currently residing with the household but in care of Children's Aid Society, if a Plan of Care is in place or being made to return to the children to the care of the parent/guardian of the household.

The documentation may include:

- Letter from Children's Aid Society stating there is a Plan of Care in place or being made to return the children to the care of the parent/guardian of the household.
- Letter from a lawyer stating that they are working with the family and the Children's Aid Society to obtain a Plan of Care to return the child or children to the care of the parent/guardian of the household.

More information available at:

The Social Housing Registry, 362 Montreal Street, Kingston, ON K7K 3H5

Inquiries can be directed to:

Phone: 613-546-2695

Toll Free: 1-888-778-4531

Email: theregistry@cityofkingston.ca