



INCOME SUPPORT PROGRAMS

EDUCATION – GOVERNMENT OF NUNAVUT

Program Policies and Guidelines Manual

Version 2.1 - August 2005



Income Support Programs

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Content

16-17 Year Olds	7
Accommodation	7
Action Plan	7
Administrative Review Group	8
Adult Benefits	8
Aged Allowance	8
Appeals	9
Application Form	9
Arrears	10
Assets	10
Assistance in Advance	10
Assistance in Home Community	11
Assistance to Relatives	11
Authorization Statement	11
Bereavement Travel	12
Canada Pension Plan Benefits (CPP)	12
Canada Pension Plan Survivor Benefits	13
Career Activities	13
Cheque Administration	14
Clothing	15
Code of Ethics	16
Cohabitation	16
Community Living Support	17
Community Workers	17
Compensation Awards	17
Compliance Audits	18
Co-op Patronage Refunds	18
Damage/Security Deposits	18
Day Care Subsidy	19



Debts	20
Earned Income	20
Earned Income – Wages Deduction	21
Eligibility	21
Emergency Assistance	22
Emergency Assistance – Family Violence	22
Employment Insurance (EI) – Assignment of Benefits	23
Exempted Income	23
Family Size	24
FANS (Financial Assistance for Nunavut Students) Bridging Protocol – Recovery	25
Food Allowance	26
Foster Parents	26
Fuel	27
Furniture (Household Furnishings and Equipment)	27
Gifts/Winnings Less than \$40	28
Ground Transportation	28
GST Rebate (Goods and Services Tax Rebate)	28
Identification	28
Immigrants	29
Incentives (Training)	29
Incidental - Disabled Allowance	30
Income Support Agreement	32
Income Tax Refunds	32
Indigent Health Benefits Program	32
Lump Sums of Money – Prorating	33
Maintenance Orders	34
Mortgages/Loan Payments	34
National Child Benefit Supplement	35
New Calendar Year Procedures	35



Nunavut Child Benefit	36
Out-of-Territory Participants	36
Overpayments	37
Parenting	37
Personal Data Record	38
Pensions	38
Productive Choices	39
Quitting a Job/Fired	39
Regulated Assistance	40
Rent	40
Rent to Parents	41
Rights – Income Support Worker	41
Rights – Participants	42
Seasonal Clothing	42
Security Deposits	42
Self-Employment	42
Senior Citizens Benefits	43
Seniors Fuel Subsidy	43
Separations	45
Service of Legal Documents	45
Special Dietary Products	46
Statutory Declaration	47
Statutory Appointment	47
Strikes	47
Suspected Fraud	48
Transient/Transitional Participants	49
Transition to Work Benefits	50
Tuition	50
Unearned Income	50
Utilities	50



Volunteer Work Activities	51
Wellness Activities	52
Workers' Compensation Board Coverage	52
Youth Educational Support	54



Introduction

As in all other jurisdictions across Canada, Nunavut Income Support is a program of last resort which purpose is to provide temporary assistance to participants who have no other means to support themselves and their families.

The objectives of the Income Support Program are to assist individuals make decisions and choices about their futures in order to maintain or achieve their independence.

Income Support Services assists individuals to assess their financial, personal and social needs, Income Support Services provide financial assistance to individuals to help them become independent, Income Support Services also help individuals to make productive choices and gain independence.

Income Support Workers provide a positive approach to participant service, putting emphasis on the mutual obligations of both the participant and the program. Assistance is provided to enable participants to achieve the maximum amount of self-sufficiency possible.

The purpose of this manual is to provide a general guide for workers, participants, administrators, and the general public about the rules, procedures and policies that govern the Income Support program in Nunavut. This manual will be updated from time to time as rules and circumstances change.



Program Policies and Guidelines

16-17 Year Olds

Applicants for income support aged 16-17 (inclusive) are the legal responsibility of their parents or legal guardians and are **not eligible** for income support. A Voluntary Service Agreement undertaken by the Department of Health and Social Services may address the needs of 16-17 year old children.

Legislative Authority: Regulations Section 1. Definitions – adult, child; Section 1.1 (2) (b) Person in Need

Accommodation

Accommodation is a basic benefit in the Income Support Program. There are general rules for the amount of financial assistance that will be provided to a person in need. They are as follows:

Rent for Housing Association housing – minimum of \$60.00 per month, based on the statement from the local housing authority and the Public Housing rent scale.

Rent for Private Market housing –

\$450.00 per month for singles

\$900.00 per month for single parent with one child or childless couple

\$1,500.00 per month for couple with children or single parent with two or more children

Approval must be sought for amounts greater than the levels above.

Applicants in receipt of income support assistance in excess of two months are strongly encouraged to apply for public housing accommodation.

Legislative Authority: Regulations Schedule A 5. (1), (2), (5) Accommodation

Action Plan

The Income Support Worker (ISW) should give the applicant/recipient the opportunity to describe his/her proposed action plan. An action plan details an individual's Productive Choice and is recorded on the Income Support Agreement Form. The action plan is a way of helping the applicant/recipient become more independent. In discussion with the applicant/recipient, write a long term agreement based on the applicant/recipient's action plan. The agreement will include:



- An opening statement of mutual agreement
- A description of the applicant/recipient's action plan to accomplish productive choices
- The commitment for financial support by the Income Support Program and the time frame involved
- A written acknowledgement by the applicant/recipient, in the form of a statutory declaration that financial support may be discontinued if the action plan is not carried out.

Legislative Authority: Regulations Section 13.1 (1) – (6) Participation in Program or Activity

Administrative Review Group

An Administrative Review Group shall act as a Social Assistance Appeal Committee for any community where a Social Assistance Appeal Committee has not been formally appointed.

The Director may appoint three persons to fill these positions on a case-by-case basis.

The Administrative Review Group shall conduct its affairs in the manner prescribed for Social Assistance Appeal Committees.

Legislative Authority: Regulations Section 28 Administrative Review Group

Adult Benefits

Participants between the ages of 25 and 59 are normally placed in the Adult Benefits category. Employable adults must pursue a productive choice to be eligible for enhanced benefits.

Legislative Authority: Regulations Section 3.3 (b) Statement and Authorization; Section 13.1 Participation in Program or Activity

Aged Allowance

Participants are eligible for the Aged Allowance (Incidental Allowance) of \$175 per month if:

- They have reached the age of 60
- An assessment has been completed and they are eligible for income support
- All income has been reported in the assessment

Participants cannot receive both the Aged Allowance and the Disabled Allowance in the same month.

Legislative Authority: Regulations Schedule B 3. Incidental Allowance



Appeals

Participants/applicants who are not satisfied with a decision made by an Income Support Worker are entitled to appeal the decision. The appeal process is meant to determine if the Act, the regulations, and policies of the Department have been interpreted properly and fairly. In normal circumstances, the first level of appeal is to an Income Support Appeal Committee, or where a Social Assistance Appeal Committee has not been formally appointed, an Administrative Review Group may act in its place.

The Income Support Worker can refuse or reduce Income Support for a variety of reasons including, but not limited to, budget surpluses, other available financial resources such as OAS and EI, withholding information, not looking for work and refusing to work.

If the Worker denies Income Support Assistance to the applicant a Notification of Refusal form must be given to the applicant/recipient within 24 (twenty-four) hours. If the Applicant disagrees with the Worker's decision, the Applicant may file an Appeal.

The Applicant may receive help from the Worker in filling out a Request for Appeal form and must be completed and submitted within 7 (seven) days of the date of the decision.

The Income Support Appeal Committee must hold the Appeal Hearing within 30 (thirty) days of receiving the Request for Appeal.

The record of decision must be completed by the Chairperson of the Appeal Committee and must be in a form set out for that purpose. The original form is given to the Applicant, and copies are sent to the Worker, Director, and 1 (one) copy is placed in the Appeal Committee's files. The Regulations provide that a decision made by the committee may be appealed to the Social Assistance Board; if the applicant continues to not be satisfied with the decision, the applicant may seek a judicial review.

Legislative Authority: Regulations Sections 32 – 45 Right to Appeal, Appeal Procedures, Further Appeals

Application Form

An Income Support Application Form (ISAF) must be completed for each applicant every time they apply for Income Support (i.e. each month), to determine if the applicant is, or continues to be, eligible for assistance.

Income Support cannot be given if the Head of Household refuses to sign the ISAF. Likewise, benefits will not be given to those in the household who are required to sign and refuse to do so.

The original (Applicant File copy) of the ISAF must be kept in the applicant's file.

Legislative Authority: Regulations Section 3.1 and 3.2 Application for Assistance



Arrears

The Income Support Program does not consider arrears a need and, therefore, provides financial support for current billing only.

Income Support applicants who are unable to obtain public housing because of arrears may wish to use part of their income support to pay these arrears. This may be done as a Productive Choice made after discussing this with the applicant and the public housing authority. Applicants who make this choice must also pursue other productive choices.

A copy of the **Income Support Agreement** outlining the repayment plan must be kept in the applicant's file. A copy of the Arrears statement from the landlord must also be obtained and kept on file. Information from the public housing authority concerning the applicant's status must also be kept on file. An applicant undertaking this Productive Choice will be made aware that their Income Support Worker will be checking with the housing authority periodically to verify that payments are being made.

Legislative Authority: Regulations Section 11 (1) Commencement of Assistance

Assets

Assets may include property such as vehicles, cash, equipment, stocks, bonds, RRSPs, savings, money owed to the applicant/recipient, houses, etc. Income Support Workers must verify all information provided by participants, including checking bank accounts. Some items such as equipment used for hunting, fishing, trapping or self-employment activities may not be included as an asset when establishing financial need, however all items must be reported. If an Income Support Worker is unsure whether to include a specific item, he/she should contact his/her Regional Supervisor for advice and direction.

Legislative Authority: Regulations Section 20. (4) (m) Financial Resources

Assistance in Advance

Participants may be eligible for up to two months of assistance in advance (the assessment month plus the one month following). Participants who go on the land or go to an outpost camp to hunt, fish or trap may ask for and receive such assistance. These applicants must be able to demonstrate that they will be located at a remote location for an extended period of time. A separate application must be complete for each assistance month.

An assessment of needs must establish the exact living arrangements for all household members during the 'assistance in advance' period. If it is necessary to split the benefit payments for persons going on the land and for those in the household remaining in the home community, the Income Support Worker must be sure that basic benefits of food,



shelter and utilities are properly divided. The Income Support Program will not pay two or more shelter or utility allowances for the same household during the same period.

Legislative Authority: Regulations Section 12 (2) Methods of Providing Assistance

Assistance in Home Community

When an applicant/recipient is visiting another community or has advised that they have moved to that community and applies for income support, the Income Support Worker must contact the home community (in Nunavut or other jurisdiction) to verify if the applicant has been assisted for that month.

In all cases the applicant/recipient must continue to undertake a productive choice in order to maintain eligibility for income support. In cases of applicant/recipient relocation, the income support worker in the new community should conduct a review of the applicant/recipient action plan.

Legislative Authority: Regulations 3.3 (c) Application for Assistance

Assistance to Relatives

Income Support Workers, and their supervisors, are required to identify all applicants for financial assistance to whom they are related. Relatives includes the father, mother, brother, sister, spouse, common-law spouse, child, step-child, foster child, father-in-law, mother-in-law, grandmother, grandfather, and any relative permanently residing in the worker's household or with whom the worker currently resides.

Financial assistance must not be granted to a relative without prior approval of a supervisor.

Legislative Authority: Public Service Act Section 29

Authorization Statement

An applicant must read (or be read) and sign an authorization statement prior to the first application for assistance. This statement is renewed once every year in January or completed again if the Income Support Worker suspects fraud or changes in the participant's circumstances. Income Support cannot be provided if the applicant, or any other member of the household required to sign the authorization form, refuses to do so.

The statement provides the applicant with information concerning their rights and responsibilities as well as those of the Government and the Income Support Worker. The Statement allows the Income Support Worker to verify all information provided in the



application for financial assistance including, but not limited to, size and status of household, assets, living arrangements, and income sources.

Legislative Authority: Regulations Section 2 (b) and Section 3.3 Application for Assistance

Bereavement Travel

Some income support participants may be in receipt of assistance from a local group of citizens who informally have collected monies to help in the purchase of an airplane ticket in order that an applicant/recipient may travel to another community to attend the funeral of a close relative. Further, Nunavut Tunngavik Incorporated provides beneficiaries with travel monies (tickets) for individuals in case of a death in the immediate family so they can travel to another community.

Section 20 (5) (1) of the Regulation states that in calculating net monthly income, the following shall not be included, “the value of any asset that in the opinion of the Director should, for sound social or economic reasons, not be converted into cash.”

In order for the amounts received by an applicant for the purposes of traveling to a funeral to be exempt under or section 20 (5) (1), the following must be provided by the applicant/recipient at the time of application:

- Written documentation from the agency, such as NTI, or informal group, confirming that the monies or ticket(s) were provided to support the travel of the person(s) to another community because of a death AND
- Documentation, such as a copy of all boarding passes and/or tickets, to verify that the person(s) actually did undertake the travel for which the monies and/or tickets were provided.

All documentation must be kept on the applicant/recipient's file.

Legislative Authority: Regulations Section 20 (5) (1) Financial Resources

Canada Pension Plan Benefits (CPP)

Applicants/recipients who may be eligible for and are not currently receiving Canada Pension Plan benefits must make application.

- Temporary assistance may be provided while a participant is waiting to receive CPP.
- The Income Support Worker must inform applicants/recipients that failure to apply for CPP may result in the denial of assistance.
- The Income Support Worker must also advise the participants of their responsibility to provide verification that they have applied for CPP, and the status of their CPP application.



The applicant/recipient may request assistance from the Income Support Worker in completing the application form for Federal benefits.

Legislative Authority: Regulations Section 3.3 (f) Application for Assistance and 20 (4) (g) (n) Financial Resources

Canada Pension Plan Survivor Benefits

Canada Pension Plan Survivor Benefits are paid to a deceased contributor's estate, surviving spouse or common-law partner and dependent children. There are three types of benefits:

- The death benefit
- The survivor's pension
- The children's benefit

If an Income Support Worker thinks that applicants/recipients may be entitled to receive benefits under these programs a referral can be made to the nearest Human Resources and Skills Development Canada (HRSDC) Office or by calling 1-800-277-9914.

As the Income Support Program is a program of last support, applicants/recipients must use all other financial resources available to them, and are required to apply for all other possible financial assistance resources.

Legislative Authority: Regulations Section 3.3 (f) Application for Assistance and 20 (4) (g) (n) Financial Resources

Career Activities

For participants who need help in developing work skills, living skills or other education, the Income Support Program provides financial support while participants are participating in Career Activities, as a Productive Choice.

Some examples of Career Activities are:

- Career Development Counseling – through local outreach workers, regional career development officers, adult educators, school counselors and Income Support Workers.
- Upgrading and Adult Basic Education – at the school or local college.
- Business Development – through local economic development officer.
- Training – through the local college or organization sponsoring training and employment activities such as Labour Market Development Agreement initiatives.
- Community Work Activities – through the municipality or community organization.
- Work Experience – similar to training programs.
- Harvesting – through local hunters and trappers organizations.



Developing independence and self-reliance are key aspects of the Income Support Program and can be achieved most directly by participating in a career Productive Choice.

Legislative Authority: Regulations 13.1 Participation in Program or Activity

Cheque Administration

Income Support cheques are controlled forms. This means that the Income Support Worker is personally responsible for each individual cheque that is assigned to him/her. Procedures have been developed to meet the requirements for dealing with public money as outlined in the Financial Administration Act.

Specific procedures include the following:

Cheques (Unwritten Missing) - The Income Support Worker must inform his/her supervisor of any missing blank cheques so that a stop payment can be put on the cheques. A stop payment means that the cheque(s) cannot be used. The Income Support Worker must also sign a Statutory Declaration stating the missing cheque number(s) and how the loss of the cheque(s) happened.

Cheque Books - The cheque books the Income Support Worker receives are assigned specifically to him/her. All cheque numbers are recorded along with the assigned Income Support Worker's name. The Income Support Worker is responsible for these cheque books and the Income Support Worker is the only one that may use them. Cheque books need to be used in order by their numbers. Cheque books must be put in a safe place like a locked drawer or a safe, when not in use.

Cheques (Issued) - If an applicant/recipient has lost an income support cheque, the Income Support Worker must tell his/her supervisor immediately so that a stop payment can be put on the cheque. The Income Support Worker must also ask the applicant/recipient to fill out a Statutory Declaration. The Income Support Worker will be notified when a replacement cheque can be issued.

Cheque (Unrecorded) - Every cheque the Income Support Worker gives to the applicant/recipient for Income Support must be backed up by a Record of Financial Assistance and a copy of the cheque. This means that all cheques can be matched with the other available records. An unrecorded cheque is one that does not have a matching record elsewhere. If there is an unrecorded cheque the Income Support Worker will be sent an Aged Detailed Cashed/Unrecorded Cheque Report. The Income Support Worker should take the following steps:



- Examine the information about the unrecorded cheques in the report, identifying to whom it was paid, the date and cheque number
- Compare the information on the report with the Record of Social Assistance for the assistance period in the applicant/recipient file
- Write up the result of the examination on the Aged Detail Cashed/Unrecorded Cheque Report
- Return the Aged Detail Cashed/Unrecorded cheque report with an explanation to Regional Office within 20 days.

Cheque (Voiding a cheque that has not been issued) - If the Income Support Worker makes a mistake in writing a cheque, then he/she must void it. Print VOID in large letters across the front of the cheque. Make sure that the VOID letters carry through to the cheque copies. Remove the cheque and all copies except the cheque book copy. Staple the voided cheque and the copies together. Forward them to the Administrative Officer at the Income Support Headquarters Office.

Legislative Authority: Financial Administration Act

Clothing

Under Nunavut's Income Support Program, participants may be entitled to the following clothing allowances:

- Regular Clothing Allowance \$240 / year / person (or \$20 per month).
- Seasonal Clothing Allowance \$200 / year / person (or \$16.67 per month).

The following requirements must be fulfilled before participants can receive clothing benefits.

- Regular Clothing – a applicant/recipient must be in a applicant/recipient category other than Transitional Assistance and must demonstrate the need before it will be paid. Regular Clothing is not an automatic benefit that the Income Support Program pays. It is up to the applicant/recipient to request the benefit and demonstrate the need.
- Seasonal Clothing – an applicant/recipient must be in a benefit category other than Transitional Assistance for at least six months in the current calendar year, and must demonstrate the need before it will be paid. Seasonal Clothing is not an automatic benefit that the Income Support Program pays. It is up to the applicant/recipient to request the benefit and demonstrate the need.

Recipients with overpayments on file may have their assistance for furniture and clothing (except clothing for children) deducted from their assistance as a recovery for the overpayment.

Legislative Authority: Regulations Schedule B Section 1 & 2



Code of Ethics

A Code of Ethics has been developed and implemented for Income Support Workers and other staff involved in the Income Support Program. The Code deals with, among other things, the need to treat participants with respect and confidentiality, to address applicant/recipient concerns as soon as possible, to ensure decisions are made in the absence of a conflict of interest and to ensure professionalism is maintained at all times.

Legislative Authority: Act Section 12.1

Cohabitation

Couples are considered to be cohabitating from the first day they live together. As such, they form an economic unit as defined by the Social Assistance Act. As part of the household, the person moving in is expected to contribute to the costs of running the household and, therefore, their income is included in the Assessment of Need for the household. This applies to both female-male and same-sex relationships.

The following types of information should be considered when assessing cohabitation:

Social

- The couple represent themselves in the community with another person as a spouse
- The couple is known by professional practitioners as a couple
- School records show the parents as a couple
- Dependent children birth records indicate the couple represent themselves with another person as a spouse

Economic

- The couple have joint credit cards, bank accounts or property ownership
- Either party claims the other party and/or children for income tax purposes or other similar benefits
- Either party claims the other and/or children for employee benefits

Shared residency

- The couple has the same address on public records (i.e., public housing)
- The couple occupies the same residence
- Documents such as leases are jointly signed or held by the couple
- Utilities are registered and paid in a manner consistent with a person who lives with another as a spouse
- Both persons have the same mailing address

If a couple does not agree that it is living in a common-law relationship, then both parties must sign a statutory declaration affirming that they do not share living accommodations, household chores, and expenses. This will be monitored by both the Compliance Officer



and Regional Supervisors during file audits. False or misleading statements may result in discontinuation of benefits and criminal prosecution. This must be explained in detail to clients before the Statement and Authorization of Applicant is signed.

Legislative Authority: Regulations Sections 2 & 3 Application for Assistance

Community Living Support

This is a category within the Income Support Program for participants who are eligible to receive either the disabled or aged allowance (see **Disabled Allowance** or **Aged Allowance** for further explanation). In addition to basic benefits, participants placed in the Community Living Support category are immediately eligible, based on demonstrated need, for enhanced benefits. These participants may be placed on the regulated participants list.

Legislative Authority: Regulations Section 13.1 (5) Participation in Program or Activity, Section 20 (5) (m-m.1) Financial Resources, Schedule B 3 Incidental Allowance

Community Workers

Each community has a number of community workers who can help the ISW with the Income Support Program. They are the people who are responsible for the community Wellness, Career and Volunteer activities. Some of the community workers are:

- Career development officers
- Health workers
- Mental health counselors
- Social workers
- Economic development officer
- Alcohol and drug counselors
- Community justice worker
- School community counselors
- Recreational workers
- Wellness workers

Legislative Authority: Regulations Section 13.1 (1) & (6) Participation in Program or Activity

Compensation Awards

Income received from compensation awards called 'Loss of income' or 'loss of support' money, such as the Federal Settlement for Hepatitis C Virus (HVC), is to be included as unearned income for Income Support purposes.



One-time lump-sum HCV payments and other compensation lump sum payments will not be considered as income. See **Lump Sums of Money – Prorating** for procedures on dealing with monies won from gaming and patronage refunds.

Income Support participants must report all 'loss of income' and 'loss of support' payments. The money must be included as unearned income. A copy of the payment stubs must be kept in the applicant's file.

Legislative Authority: Regulations Section 3.2 Application for Assistance, Section 20 (4) (d) Financial Resources

Compliance Audits

The purpose of a compliance audit is to support the community Income Support Worker and to assist them in doing a better job. A compliance audit is conducted to ensure that policies and regulations are being adhered to.

Legislative Authority: Social Assistance Act and Financial Administration Act

Co-op Patronage Refunds

Effective for the April, 2005 assessment period and every assessment period after that, the treatment of Co-op Patronage Refunds is changed to:

- In calculating net monthly income under subsection (2), the following shall not be included:
 - q) A payment made pursuant to an annual distribution to members of funds by a co-operative association registered under the Co-operative Association Act.

Legislative Authority: Regulations Section 20 (5) (q) and Cabinet Directive, May 18, 2004

Damage/Security Deposits

A one-time damage deposit may be provided to an applicant if the landlord requires it. The total amount of a payment under this section should be recovered from the landlord or the applicant/recipient. A letter should be sent to the landlord at the time of payment advising that this amount must be paid back to the Income Support Program and not the applicant/recipient. Under the Residential Tenancy Act a minimum of 50% of the damage deposit can be requested upfront and the remainder paid over 3 months.

When the damage deposit is repaid, a receipt must be prepared and given to the landlord. If the first deposit was not returned to the Income Support Program and the applicant is



requesting another deposit, the Director/Deputy Director of Income Support may approve a second damage deposit only in cases where the health and safety of the applicant are threatened and the deposit is needed in order to obtain adequate housing. The Director may choose to recover this second deposit directly from the recipient in small portions over time.

These rules also apply for security deposits paid to the Nunavut Power Corporation.

The provision of assistance for damage/security deposits is considered an **Overpayment**, which must be repaid to the Income Support Program.

Legislative Authority: Regulations Schedule B 17 Damage Deposits

Day Care Subsidy

The Day Care Subsidy is designed to provide financial support to low-income families to assist in making day care affordable so that parents with financial need have the opportunity to work or attend school or training programs.

Daycare services may be required for the following reasons:

- In order to work but does not have enough income to cover the costs. This is also based on the hours of work as well as the attendance of both the parent and the child.
- In order to attend a course or school full time, but does not have enough income to cover the costs. This is also based on the attendance of both the parent and the child, which must be 60% or over.
- To remove a barrier for an individual on Income Support who may have a spouse remaining at home to access the full daycare subsidy in order to participate in long term training/education programs.

The applicant/recipient must submit an application form and provide the Income Support Worker with copies of receipts to verify all costs. The maximum allowable daycare costs for full time care at a:

- Licensed Center is \$700.00/month/child
- Licensed Family Day Home is \$600.00/month/child
- Unlicensed Care Home is \$500.00/month/child

For Part time care at a:

- Licensed Center is \$350.00/month/child
- Licensed Family Day Home is \$300.00/month/child
- Unlicensed care home it is \$250.00/month/child

For after school care the maximum allowable daycare amount is:

- \$145.00/month/child.



Eligibility shall take into consideration the following factors:

- The child must be under 12 years of age
- The child's hours of care and the parent's attendance at work or training
- There must be a needs assessment completed by Income Support

To apply for this subsidy, the parent must send in a completed Daycare User Subsidy application form and the following information:

- A signed letter from the daycare or babysitter stating how many hours they care for the child and how much the parent pays daily for each child.
- A pay stub to show how much income the parent(s) receive
- A copy of the applicant's rent/mortgage agreement, showing how much is paid each month and which utilities are included.
- If a parent(s) is a student, send a copy of the acceptance letter.
- Copies of monthly bills such as power, water/sewage, land taxes, etc.

The program is administered out of the Regional Career and Early Childhood Services Offices in Pangnirtung, Rankin Inlet and Cambridge Bay. The Regional Offices also may undertake direct contracting of bulk childcare services with the licensed daycare facility in order to remove the administrative barriers for those on Income Support wishing to participate in short-term group training programs.

Legislative Authority: Regulations Schedule B Section 19

Debts

The debts that an applicant/recipient may have with loan companies, merchants, banks, individuals, etc are not to be included in the determination of eligibility for assistance. Also see Arrears.

Legislative Authority: Regulations Section 11 (1) Commencement of Assistance

Earned Income

For the purposes of the Nunavut Income Support program, the following shall be treated as Earned Income:

- Carving (own or supplied stone)
- Fishing, Hunting, and Fur Income
- Handicrafts
- Wages from Employment
- Honoraria

The following exemptions will apply to Earned Income items:

- For Carving, where the participants use their own stone, multiply the amount the carving was sold for by 0.75 to get the amount to include as Earned Income
- For Carving, where the participants are supplied stone, multiply the amount the carving was sold for by 0.90 to get the amount to include as Earned Income
- For Fishing, Hunting, and Fur income, the first \$2,000.00 made by the applicant/recipient in a calendar year is not included. Workers should keep track of and record the total amount, as all money earned more than the \$2,000.00 shall be considered Earned Income
- For Handicrafts, multiply the amount the applicant/recipient sold the handicrafts for by 0.50 to get the amount to include as Earned Income
- For Wages, and Honoraria, there are no specific exemptions in place. Be sure to obtain cheque stubs from the employer or agency in order to verify the amounts before completing the assessment.
- The total **Earned Income** is the total from all the sources listed during an assessment period.

For clarification on what is considered other earnings, please contact the Regional Supervisor.

Legislative Authority: Regulations Section 20 (3) Financial Resources

Earned Income – Wages Deduction

Effective July 1, 2002, the Earned Income deduction per month is:

- \$200 for a single person household or
- \$400 for a household of two or more persons.

Legislative Authority: Regulations Section 20 (6) Financial Resources, Directive D2002-001 Income Exemption Levels-Changes to Amounts

Eligibility

Section 1.1(1) of the Social Assistance Regulations describes who is and who is not eligible for social assistance.

- A person in need is an applicant where, by reason of inability to obtain employment, loss of the principal family provider, illness, disability, age or other cause of any kind makes the applicant unable to provide adequately for himself or herself and his or her dependents.
- A budget deficit must exist for individuals to qualify for financial assistance.
- All residents of Nunavut who have attained 18 years of age may apply for support.



- All applicants are required to sign a statement and an authorization of applicant authorizing the Income Support Worker/Department to verify any and all of the information being provided by the applicant.
- Most applicants must be willing to do a productive choice in order to remain eligible for assistance. Productive choices include many career and wellness activities such as: employment, training, upgrading, parenting, community work activities, harvesting, family support counseling, alcohol and drug counseling, and mental health counseling.
- Applicants have the right to appeal the decision of the Income Support Worker if they feel that they have been unfairly treated.

Legislative Authority: Regulations Section 1.1 Person in Need, Section 2 Application for Assistance, Section 13.1 Participation in Program or Activity, Sections 32 & 33 Right to Appeal

Emergency Assistance

According to the Social Assistance Regulations, Schedule B, Emergency Assistance may be provided up to \$500 per year per single participant, up to \$1,000 per family, or one month's food allowance for which the participant is eligible, whichever is less. The Regional Supervisor may determine a lesser amount, based on the circumstances of the emergency. Greater amounts need approval by the Regional Director of Career and Early Childhood Services.

In certain, unexpected situations, the Social Assistance Regulations permit Income Support Workers to provide assistance even if the clients have a budget surplus. This situation may arise, if for example, a household fire destroys the family home or members of a family are relocated due to domestic violence. Please refer to Emergency Assistance – Family Violence section on the procedures for these circumstances.

Legislative Authority: Regulations Schedule B 18, Directive D2002-006 Emergency Assistance-General

Emergency Assistance – Family Violence

In certain, unexpected situations, the Social Assistance Regulations permit Income Support Workers to provide assistance even if the participants have a budget surplus.

This situation may arise, if for example, a household fire destroys the family home and participants must use the income for that month to recover from the fire. Emergency relocations resulting from family violence are also considered emergencies requiring an immediate response. Participants requiring this form of emergency assistance shall have the requirement for a scheduled appointment waived.



The form and type of emergency can be determined in consultation with local social services personnel, the Income Support Regional Supervisor, the Regional Director of Career and Early Childhood Services, and, if necessary, the RCMP. **This form of assistance takes priority over all other types of assessments and requires the supervisor's approval.**

Legislative Authority: Regulations Schedule B 18, Directive D2002-007 Emergency Assistance-Family Violence and Other Relocations

Employment Insurance (EI) – Assignment of Benefits

For participants receiving or expecting to receive EI payments during the same time period they are receiving Income Support, the Income Support Worker will complete Assignments of Benefit forms. EI payments often arrive late in a community and therefore may require temporary assistance.

- The Income Support Worker will verify that the individual has applied for Employment Insurance benefits and that the individual's application is being processed.
- As Assignment of Benefits form must be completed, signed by the applicant, and submitted on the day that Income Support benefits are paid.
- Income Support Workers are to keep ALL participant personal and financial information confidential.

The Employment Insurance Assignment of benefits process minimizes the incidence of duplicate payments to individuals receiving both Income Support benefits and Employment Insurance benefits for the same time period.

The Assignment of Benefit form allows the Income Support Program to recoup the assistance money. HRSDC deducts the amount of income support from the EI recipient's cheque and returns these funds to the Income Support Program.

Details specific to this process are listed on Directive D2004-2001 Employment Insurance – Assignment of Benefits.

Legislative Authority: Regulations Section 3.3 (f) & (k) Application for Assistance, and Section 20 (4) (n) & (v) Financial Resources, Directive D2004-001 Employment Insurance-Assignment of Benefits

Exempted Income

The income of an applicant or recipient from the following sources shall be exempt and not considered as income when calculating monthly assistance:



- Child tax benefits
- Small gifts (less than \$40.00 in cash or in kind)
- Child welfare payments, dependent adult payments, and special care payments
- Value of essential equipment for hunting, trapping, fishing, and business operations
- Indian Treaty (Treaty 8 or 11, by Regulations) and land claim monies
- Real property used as residence and used for business
- Moneys held in trust for child
- Value of assets not deemed to be convertible to cash
- Up to \$5,000 in assets for disabled and aged
- Training allowances
- Day care subsidy
- GST rebate cheques
- Any other payments deemed by the Director that should not be included

Legislative Authority: Regulations Section 20 (5) Financial Resources

Family Size

Calculating the correct family size is important since it is used to determine the Food and Clothing Allowance amounts.

Under the Social Assistance Regulations a 'dependent' is a member of the family of the applicant who lives with the applicant and who is completely or partly dependent on the income of the applicant. In counting dependents, include the spouse living with the applicant, but do not include a foster child living in the home of the applicant or an aged adult in the home who the applicant receives an 'aged care' payment to care for.

Interpretation:

For the purposes of the Income Support Program a family is defined as a head of Household and his/her dependants.

Therefore, the following persons are not to be included when calculating an applicant's family size:

- Children of the Head of Household or his/her spouse that do not live in the same home,
- Spouses of the Head of Household not living in the same home,
- Foster Care children under the care of the Head of Household,
- Aged persons that the head of Household receives an 'aged care' payment to maintain,
- In cases where two or more families live in the same home, other Head of Household's living in the home and his/her dependents,
- Persons paying room rent to the Head of Household,
- Persons paying Room and Board to the Head of Household, and



- Any dependents of the Head of Household that is required, yet refuses, to sign the necessary Income Support forms, refuses to provide documents required under the Income Support Program, and/or refuses to follow through on his/her Income Support agreement (i.e. Productive Choice).

Legislative Authority: Regulations Section 1

FANS (Financial Assistance for Nunavut Students) Bridging Protocol – Recovery

This is the process to be used when providing income support to students during the period when their FANS application is being processed and how the funds will be recovered and put back into the regional social assistance budgets. This is known as bridge financing.

The Director of Income Support has primary financial responsibilities to ensure that all funds provided under the Social Assistance Act are accounted for and used for means permitted under the Act and its associated regulations. As such, the provision of bridge financing under the Income Support program to support students waiting to receive FANS payments is discretionary and is only to be used at the start up of semesters/courses.

To summarize the process that has been agreed upon by all parties involved:

- FANS initiates the request to the Regional Directors of Career and Early Childhood Services for bridge financing for a particular student. The bridge financing form is to be completed for this.
- The Regional Director approves the community worker to issue the Income Support payments to the student (signs off the form).
- The form is returned to FANS in order to complete a Journal Voucher (JV) for funds to be returned to the Regional budget (form could be used as back up for the JV).
- The Journal Voucher (JV) is processed to return money to the Income Support Program immediately. Regional financial officers will receive confirmation from FANS that the money has been returned to the Income Support Program within five (5) working days. If the notice of confirmation is not received, regional finance officers must follow-up with FANS.
- FANS recovers the funds from the student back to their budget with the process it has worked out with the Department of Finance.

Legislative Authority: Regulations Section 11 (2) Commencement of Assistance, and Section 22 Recovery of Assistance, Directive D2001-004 Protocol-Bridge Financing from Income Support for Students receiving FANS



Food Allowance

The maximum amount of the grocery allowance is based on the number of people in the household and on the community in which they live. Refer to the food scale below (effective June 1, 2005). Benefits may be issued to the recipient or to a vendor of the recipient's choice, on behalf of the recipient. Assistance for food is not issued if the applicant/recipient is receiving money for room and board.

Family Members	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5
	Bathurst Inlet Sanikiluaq Umingmaktok	Arviat Iqaluit Kugluktuk Pangnirtung Qikiqtarjuaq Rankin Inlet	Cambridge Bay Cape Dorset Clyde River Gjoa Haven Hall Beach Nanisivik Pond Inlet Whale Cove	Arctic Bay Baker Lake Chesterfield Inlet Coral Harbour Igloolik Kimmirut Repulse Bay Resolute Bay Taloyoak	Grise Fiord Kugaaruk
1	280	299	318	337	356
2	511	546	579	612	648
3	719	769	816	864	911
4	908	968	1029	1089	1151
5	1071	1142	1214	1284	1356
6	1199	1280	1360	1440	1519
7	1319	1408	1496	1583	1672
8	1399	1492	1586	1678	1771
9	1482	1582	1681	1779	1878
10	1566	1673	1776	1880	1985
Each additional	83	90	95	101	106

Legislative Authority: Regulations Schedule A 1 Food Allowance

Foster Parents

Income earned from being a foster parent should not be included as income. Children under foster care are not to be included in assessing family needs such as food, clothing, etc., but can be included in determining the appropriate accommodation benefits.

Foster parenting is not considered a productive choice under the Income Support Program; therefore, parents must be involved in a productive choice (this may include parenting their own children).

Legislative Authority: Regulations Section 1 Interpretation, Section 20 (5) (d) Financial Resources



Fuel

This is the actual cost of the current monthly fuel bill for heat in cases where the participant owns their own home. Income Support participants must submit receipts to verify costs. It should be noted that in many communities the fuel companies would not refill fuel tanks unless they are paid immediately after delivery. In these cases, the Income Support applicant/recipient should advise the ISW so that arrangements can be made to pay the costs immediately. This will eliminate the hardship an applicant/recipient may suffer.

If an applicant/recipient has arrears, the Income Support Worker will help the applicant/recipient make a plan to repay the fuel company. **Under no circumstances will the Income Support Program pay arrears.** The Income Support Worker cannot issue additional money to pay for an applicant/recipient's arrears.

This is not to be confused with the Senior Fuel Subsidy Program.

Legislative Authority: Regulations Schedule A 6 Fuel Allowance

Furniture (Household Furnishings and Equipment)

If an applicant/recipient is running a household, Income Support may purchase, repair, or replace furnishings, equipment and supplies for the home such as bedding, towels, dishes, utensils and essential items. This is based on demonstrated need and is given once a year. The maximum amount is equal to the monthly food scale payment for that particular community. The applicant/recipient must provide the Income Support Worker with copies of all receipts and the items must be at the most reasonable cost.

Participants must have been on assistance for at least six (6) of the previous twelve (12) consecutive months in order to be eligible for this benefit.

Recipients with overpayments on file may have their assistance for furniture and clothing (except clothing for children) deducted from their assistance as a recovery for the overpayment.

Legislative Authority: Regulations Section 13.1 (7) & (8) Participation in Program or Activity, Schedule B 12 Household Furnishings and Equipment



Gifts/Winnings Less than \$40

Gifts of money or assets or winnings of \$40 or less in value are exempt from being counted as income, either earned or unearned, for each assessment. For gifts or winnings greater than \$40, see **Lump Sums of Money – Prorating**.

Legislative Authority: Regulations Section 20 (4) (l), 4.1 & (5) (b) Financial Resources, Directive D2001-005 Income-Prorating Extraordinary Income

Ground Transportation

The ground transportation allowance is only given to individuals for special situations, such as transportation to attend a job interview. It is not given for regular transportation needs.

The ground transportation allowance covers the reasonable cost of local ground transportation. The Income Support Workers must complete a Request for Approval Form for approval of the Regional Supervisor. The applicant/recipient must be participating in a Productive Choice and show a demonstrated need. Receipts must be provided.

Legislative Authority: Regulations Schedule B, Section 9

GST Rebate (Goods and Services Tax Rebate)

The Goods and Services tax rebate is exempted income. The applicant/recipient is expected to provide documentation regarding which portion of the refund is the GST rebate.

Legislative Authority: Regulations Section 20 (5) Financial Resources

Identification

The Social Assistance Regulations specify that applicants must provide their Birth Certificate, Social Insurance Number (SIN) card and their Health Care Plan card in order to receive benefits under the Income Support Program. A copy of the identification for the applicant and all dependents must be placed in the individual's file and be verified at the beginning of each calendar year.

The applicant's legal name must be the identifying factor on a cheque. This can be obtained from the SIN card or Birth Certificate. The applicant's name must be spelled exactly as it is on the SIN card or Birth Certificate.



Should the applicant not have a SIN card or Birth Certificate then the name on the Health Care card may be used until the Sin card or Birth Certificate is available. An applicant must apply for a SIN card within 60 (sixty) days and provide proof of application to the Income Support Program. It will be noted in the individual's file the date when he/she was notified of this directive. Should an applicant fail to provide proof of application, benefits may not be issued.

A separate cheque may be written to HRSDC for the purpose of paying the application fee from the individual's food amount.

Applicants who are unable to provide proof of application for a SIN card at the end of the 60 (sixty) day grace period, must complete a Statutory Declaration which states why he/she is unable to provide proof of application. Supporting documentation should be attached. The Statutory Declaration, Supporting Documentation and completed Income Support Assessment Form must be faxed to the Regional Supervisor.

If the reason for lack of proof of application is acceptable to the Regional Supervisor, the Income Support Assessment Form will be signed and faxed back to the Income Support Worker. It is the responsibility of the Regional Supervisor to ensure that supports are in place to assist the applicant with the application process. This process must be completed for each assessment after the two (2) month grace period in which the applicant is unable to provide proof of application.

Should an applicant wish to be identified by any other name, he/she should apply to the courts for a legal name change.

Legislative Authority: Regulations Section 3.2 Application for Assistance

Immigrants

Sponsored immigrants and persons with 'in Canada without Status' are not eligible for Income Support. The Income Support Worker should contact the Regional Supervisor who will contact Citizen and Immigration Canada concerning these situations.

Legislative Authority: Citizenship and Immigration Canada

Incentives (Training)

Income Support Workers may include a \$200.00 (Two Hundred dollars) incentive need on eligible participants Income Support application. This need is to be used to encourage participants to attend and participate in a training /educational program.



Eligibility

- Receiving Income Support, and
- Has a Career Action Plan/Income Support agreement developed, and
- Participating in a training program, and
- Is demonstrating success and progress within the program,

Process

- Establish eligibility – potential recipients **must** be eligible for Income Support,
- Establish Incentive amount – participants are to receive \$10/day for a full day program. Participants must be active participants in the training/educational program to receive the \$10/day, for each day the applicant/recipient attends and participates they will receive \$10.00 to a maximum of \$200.00 per month.
- Active participation is best determined through consultation with the instructor/educator.
- Include the \$200 or \$10/day, whichever is less, as an Incentive need in the Income Support application.

The incentive is paid on a separate cheque, payable directly to the Income Support applicant/recipient.

The Income Support Worker should ensure that:

- Prior to developing a training referral that is supported through Income Support, ensure the applicant/recipient is not eligible for funding through the Labour Market Agreement, FANS or other potential training support programs.
- Programs may be of any length.
- Prorated support can be provided for part time training, i.e. \$5.00/day for an afternoon only program.
- It is always good practice to consult with the applicant/recipient and instructor to offer support, give feedback and receive a progress report.
- All field/regional offices should keep statistics on individuals taking training.

Legislative Authority: Regulation Section 20 (5) (n)

Incidental - Disabled Allowance

There is \$175.00 incidental or disabled allowance for any disabled applicant in the household, who is not receiving the Aged Allowance. The incidental allowance is an Enhanced Benefit.

- Participants must have a severe disability that substantially limits their ability to earn a living. The disability must be the main reason for providing assistance, not age, lack of education or availability of jobs.



- The disability must be permanent or at least for a minimum of 12 consecutive months. Participants may not qualify for the Disabled Allowance if treatment for the condition would help them to be able to work.
- Participants must not have refused to accept reasonable employment for reasonable wages or have quit work that was within their ability.
- Participants must not have refused or neglected to take training, rehabilitation or medical treatment that would help them to be able to work.
- Applicants must be eligible for income support as determined by a need/income assessment.
- Participants must be at least 18 years of age but not yet 60 years of age so as not to be eligible for the Aged Allowance.
- Participants must be a permanent resident of Nunavut.
- Participants will only receive the Disabled Allowance if they have the Disability Assessment form signed by a practicing licensed medical practitioner, a Medical Doctor, physiotherapist/occupational therapist or psychologist, stating their disability prevents them from working or participating in another productive choice for a term of 12 consecutive months or more.
- The form, covering the dates of assistance, must be signed by the medical practitioner, and then kept up to date and on file. Every year the Income Support Worker should verify continuing status, as necessary.
- Participants must apply for all other income benefits they may qualify for such as Canada Pension Plan disability benefits.
- Chronic alcoholism may be considered a long-term disability if assisted by a letter from a licensed medical practitioner.
- The Disability Allowance is to compensate participants, with disabilities, for not being able to substantially supplement their income assistance by working. The disability allowance is meant to improve an individual's quality of life and assist with considerations specific to the disability.

Legislative Authority: Regulations Schedule B 3 Incidental Allowance



Income Support Agreement

This is the formal document that makes the action plan official and states the Income Support Program's financial commitment to the applicant/recipient, as long as the applicant/recipient is following his/her action plan. If the applicant/recipient does not follow through on the action plan, then he/she may not receive financial support.

The action plan (see Action Plan) may deal with:

- The goals, objectives, and interests of the applicant/recipient.
- His/her need for employment skills or education.
- The applicant/recipient's personal or social issues that are obstacles to his/her independence.

Failure to sign an Income Support Agreement may result in a refusal of benefits.

Legislative Authority: Regulations Section 13.1 Participation in Program or Activity

Income Tax Refunds

Income Tax refunds are considered unearned income. Where the income tax refund is greater than the monthly income assistance entitlement, the difference is considered as income for subsequent monthly entitlements, and prorated accordingly.

Legislative Authority: Regulations Section 20 (4) Financial Resources

Indigent Health Benefits Program

Indigence Statements for non-insured benefits can be issued by Social Workers, who must verify eligibility with the Income Support office in their community or at the Regional Career and Early Childhood Services office. Benefits paid by Health and Social Services may include:

- Transportation for victims of spousal assault
- Transportation of the deceased person
- Funeral and burial expenses
- Special diet
- Dental Services
- Health Costs such as Medical Supplies and Equipment, Vision Care and Ambulance Expenses

Legislative Authority: Department of Health and Social Services



Lump Sums of Money – Prorating

Section 3.2 of the Regulation basically states that an applicant *must provide the amount and sources of all income including unearned income before* assistance is granted. Income Support recipients may receive a lump sum payment from bingo, lottery, inheritances or other sources. These sources of income may be treated as financial resources for the purpose of determining eligibility for benefits.

For the purpose of calculating earned income, all income resulting from employment received in the previous 30 days must be included in the calculation of earned income. This includes any and all retroactive payments received by an individual who is either currently or was previously employed by an employer that is paying retroactive wages. Further, any other lump sum payments made to an employee or a former employee who is also an income support recipient must be included in the assessment of the available financial resources.

For the purposes of the directive, income of this type may be used for the purchase of furniture and/or equipment required by the person in need up to the amount the person in need would normally be eligible for during a calendar year for furniture and/or equipment purchases. That is, the annual exemption for this type of income is equal to one month of the food allowance for that household in the community where the person in need lives.

This exemption may only be claimed once each calendar year and must be supported by receipts and evidence of need.

Any income of this type that exceeds the amount described above must be recorded as unearned income.

For the purposes of establishing a pro-rated income amount for an assessment period, the eligible monthly basic benefits for the household must be determined. If the extraordinary income is equal to or is greater than this basic benefit amount, then the Income Support Worker must count that equal amount as unearned income for that month.

The amount left after the amount has been used must be carried forward to the next month's assessment with the same procedure repeated until all the extraordinary income has been accounted for as either the extraordinary furniture/equipment amount or as unearned income. Enhanced benefits are to be assessed and paid in the normal manner.

Legislative Authority: Regulations Section 3.2 Application for Assistance, Section 20 Financial Resources, Directive 2001-005 Income-Prorating Extraordinary Income



Maintenance Orders

Section 8 of the Social Assistance regulations state: “Where a person applying for assistance is entitled to maintenance under a maintenance order as defined in the Maintenance Orders Enforcement Act, the person shall, as a condition of receiving assistance assign the maintenance order to the Director”.

Applicants who assign maintenance to the Director receive full, unadjusted assistance.

Maintenance income not assigned to the Director will be considered unearned income.

When an agreement or order does not exist and the participant is unwilling to seek an order, then the worker must investigate and document reasons for the participant's reluctance to act.

In general, a situation is considered not to be worthwhile to require pursuit of maintenance if one of the following circumstances exists:

- The potential payer is no longer living – confirmation is required from Vital Statistics; or
- The applicant claims the father is unknown – in this instance the applicant must produce a copy of the child's birth registration stating “father unknown” or legal aid has sent a statement that the likelihood of receiving maintenance is non-existent; or
- The potential payer is incarcerated for more than two years; or
- The potential payer is physically or mentally unfit; or
- There is a strong reason to believe that the pursuit of an agreement or order would lead to an act of violence by the potential payer. The Income Support Supervisor must provide documentation to substantiate the statement.

In order to assist applicants to seek a formal agreement or a court order, the Income Support Worker should make appropriate referrals.

Legislative Authority: Regulations Section 3.2 (d) Application for Assistance, Section 8 Maintenance Orders

Mortgages/Loan Payments

If applicant/recipient is seeking assistance for mortgage payments, the Income Support Worker must first ensure that the applicant/recipient has contacted their financial institution and has sought to obtain refinancing. A letter or other documentation to that effect must form part of the application. The Income Support Program may assist participants with mortgage payments for a period approved by the Director, Income Support. The Director may also require the selling of a primary residence if it is believed that other accommodation meeting the needs of the applicant/recipient are available in the applicant/recipient's community at less cost to the program.

Legislative Authority: Regulations Schedule A Section 5 (3) – (5) Accommodation



National Child Benefit Supplement

The National Child Benefit Supplement (NCBS) is provided by the Federal Government to lower income families to help deal with the costs of raising children and to offset the delivery of some social assistance costs for each province or territory. The payments accompany the Canadian Child Tax Benefits paid to Nunavut families.

For the purposes of the Income Support program, the National Child Benefit Supplement must be reported as unearned income and must be deducted from the amount of eligible support an applicant/recipient may receive. A copy of the payment notice must be kept in the applicant/recipient's file.

For the 2004-2005 year (July 2004 to June 2005) the maximum monthly amounts of the National Child Benefit Supplement are:

One child	\$125.92
Two children	\$233.83
Three children	\$335.08
Each additional child	\$101.25

More information can be found at <http://www.nationalchildbenefit.ca>

Legislative Authority: Regulations Section 20 (4) Financial Resources, Information Bulletin B2004-003 National Child Benefit Supplement 2004-2005

New Calendar Year Procedures

The Income Support Worker must carry out the following duties with each applicant/recipient during the January assessment appointment (or the first month in the new year in which a participant presents at the Income Support office).

- The reading and signing of a Statement and Authorization of Applicant form by the Head of Household, his/her spouse, and any dependents over the age of 16 who are currently earning a wage.
- The completion, and signing, of a Personal Data Record, including the confirmation of Social Insurance Numbers (SIN), Health Care Plan numbers (HCP), and birth dates as shown on the participants' birth certificates (BC). **A copy of the Personal Data Record for each participant, whether a continuing participant or a new applicant, must be submitted to Income Support Headquarters in Iqaluit. This should be done each month. It is up to up to each Regional Office to determine whether Income Support Workers submit the copies directly to Income Support Headquarters or collect them from each community and forward as a region each month.**



- The completion of an Income Support Productive Choice Agreement Form, for the Head of Household and his/her spouse if applicable.
- Ensure current copies of housing, rental, lease, or mortgage agreements are in the participant's file.
- Ensure that copies of all necessary SIN, HCP, and BC are in the participant's file, including those of the spouse and required dependents.

Furthermore, all disabled participants must provide a recent copy of their Medical Certificate, which clearly states the duration of their disability (if applicable), and the activities that they are unable to perform. The certificate should be copied and placed in the participant's file.

Rationale:

The above steps can help to improve program integrity by ensuring the use of current and correct information when assessing participant needs. These steps will also assist Income Support Headquarters in maintaining up-to-date participant information for the preparation of accurate and timely T5007 information slips.

Legislative Authority: Regulations Sections 3.1, 3.2, 3.3 & 6 (1) Application for Assistance

Nunavut Child Benefit

The Nunavut Child Benefit (NUCB) is a tax-free payment given to qualifying families with children under age 18 living at home. Participants do not need to apply separately for the NUCB. Benefits are combined with the Canada Child Tax Benefit into a single monthly payment. Under the NUCB, families may be entitled to receive a basic benefit of \$27.50 per month for each child. Families who have earned income of more than \$3,750 may also get the Territorial Workers' Supplement of up to \$22.91 per month for one child, and up to \$29.16 per month for two or more children. Families with net income above \$20,921 may receive part of the benefit. For more information on the NUCB, call toll-free at 1-800-387-1193. **The NUCB and Territorial Workers' Supplement are not to be included as income.**

Legislative Authority: Regulations Section 20 (5) Financial Resources

Out-of-Territory Participants

Assistance may be given from one to three months for participants who have left Nunavut. The Director, Income Support Programs, must give approval.

Legislative Authority: Regulations Section 16 (2) Changes in Amount of Assistance



Overpayments

An overpayment means that the applicant/recipient receives more financial assistance than he/she is entitled to receive. Overpayments usually happen for the following reasons:

- The Income Support Worker made a mistake in filling out the form.
- The applicant/recipient did not tell the Income Support Worker of a change in the number of dependants in the family.
- The applicant/recipient did not tell the Income Support Worker about a change in needs.
- The applicant/recipient did not report income.
- The applicant/recipient did not tell the Income Support Worker of his/her assets.

Every reasonable effort will be made to recover overpayments. Income Support Workers must undertake recovery or invoicing procedures. Recoveries for current participants are to be done at a minimum rate of \$25.00 per month and maximum of \$50.00 per month. Participants only receiving basic benefits must agree in writing to have recoveries made.

For participants receiving enhanced benefits, the recovery may be deducted from eligible assistance for clothing or furniture. Where a applicant/recipient has not been in receipt of Income Support for a period of at least 6 (six) months and there exists a confirmed overpayment on file, the Income Support Worker should send a report to the Regional Career and Early Childhood Services office for the purposes of that office informing the Department of Finance to undertake collections.

An applicant/recipient who separates from his/her spouse shall maintain the remaining balance of any overpayment incurred while they received assistance as a couple. Recipients may only have an overpayment split when it can be determined the portion of the overpayment each recipient was responsible for incurring. A person with an outstanding overpayment who becomes the dependent spouse of another recipient will have the remaining balance of any overpayment transferred to the new case for recovery. Recoveries should not cause undue hardship to the participant and/or their family.

Legislative Authority: Regulations Section 22 Recovery of Assistance & Section 23 Voluntary Repayment of Assistance

Parenting

Productive Choices includes parenting, if the youngest child is five years or under. If there are two parents in the household, then one may be parenting as a Productive Choice but the other must participate in a Productive Choice of his/her own.

Legislative Authority: Regulations 13.1 Participation in Program or Activity



Personal Data Record

A Personal Data Record is completed when an applicant first applies for Income Support or any time that there is a change in family size or status that may affect Income Support Benefits. This form creates a record of the Applicant and family. The Personal Data Record must be renewed every year during the January assessment, or the first assessment of the calendar year, if the applicant is a continuing participant.

The applicant must sign the Personal Data Record before any Income Support benefits can be provided. The same applies for the spouse of the Head of Household, as well as any dependent age 16 or older and bringing income into the household.

Legislative Authority: Regulations Section 3.2 (a) – (c) Application for Assistance

Pensions

There are two types of pensions offered by the Government of Canada, the Canada Pension Plan and the Old Age Security Pension. Under the umbrella of these two federal pensions there are a multitude of benefits.

Under the Canada Pension Plan there are:

- Disability Pension
- Survivor Benefits
- Orphan's Benefits
- Child Rearing Drop-out Provision
- Retirement Pension
- Credit Splitting
- International Social Security Agreements
- Children's benefit

Under Old Age Security Pension there are:

- Guaranteed Income Supplement (GIS)
- Widowed Pension (WP)
- Spousal Allowance (SPA)

The **Territorial Seniors Supplement** is a territorial benefit that seniors may access as well. To find out details about each benefit, contact the nearest Human Resources and Skills Development/Social Development Canada office.

Legislative Authority: Regulations Section 3.2 (g) Application for Assistance, Section 20 (4) (n) Financial Resources



Productive Choices

The main objective of the Income Support Program is to help individuals maintain or achieve their independence. With the exception of Community Living Support participants who are unable to work, individuals can benefit from training or education programs and/or counseling and treatment programs, and have an obligation to do what they can to improve their situation.

All communities in Nunavut have productive choice programs to help people with their different needs. Career Activity programs, such as education, training or work, offer activities that help people prepare for work (see **Career Activities** for more information). Wellness Activity programs help people deal with their personal or social problems (see **Wellness Activities** for more information). Volunteer Work Activity programs may also be included and assist the community as a whole (see **Volunteer Work Activities** for more information).

It is expected that a recipient will participate in a productive choice, or combination of productive choices, for a combined minimum of 20 hours per week. As a Productive Choice is a requirement of the Income Support Program, both in Nunavut and across Canada, a participant may be refused benefits for a period of two months, or until such time as the participant actively engages in a Productive Choice, if he/she refuses to actively participate.

Legislative Authority: Regulations Section 13.1 Participation in Program or Activity

Quitting a Job/Fired

A person who quits employment without just cause or who was fired from employment because of misconduct, disobedience or neglect of duty is ineligible for assistance for a two-month period. In the case of a family situation where there is more than one individual involved, only the person who quits or is fired from employment is affected.

Some applicants may have been fired without just cause. For example, applicants may have been fired:

- For reasons which constitute discrimination;
- Under circumstances that constitute harassment;
- For attempting to organize a union;
- For attempting to force the employer to comply with occupational health or safety standards

In such cases applicants are expected to take all reasonable steps to pursue the available legal remedies against their former employer, including:

- Filing a complaint with the Human Rights Commission, Employment Standards or Workplace Safety and Health;
- Applying for EI benefits;
- Appealing the denial of EI benefits



In circumstances where applicants quit their job with just cause they too are expected to attempt to resolve their differences with their employer. Sometimes the applicant's reasons for quitting his or her job may relate to factors other than the job. For example:

- A change in the applicant's health made it impossible or difficult to continue employment;
- A change in location of the workplace;
- A change in the hours of work made it impossible for the applicant to arrange suitable childcare.

In such circumstances, if the Income Support Worker is satisfied that the applicant first made reasonable attempts to solve the problem without quitting, the applicant may receive assistance.

Legislative Authority: Regulations Section 16 (1) (b) Changes in Amount of Assistance

Regulated Assistance

This allows an applicant/recipient to receive monthly assistance for up to one year without having to sign an Income Support Application Form each month.

- The Income Support Worker must get approval from his/her Supervisor to regulate participants.
- The Income Support Worker must complete an Income Assessment Form each month, even though the recipient is not required to sign the form, as an Income Support Assessment Form should accompany each cheque written.
- The cheque is picked up or mailed to the applicant/recipient for up to one year.
- After each year or period of regulated assistance, the Income Support Worker must review the financial situation of the applicant/recipient.

Regulated assistance is only available if the applicant/recipient is expected to stay in the same financial situation for the period of regulated assistance. (E.g., a student or a parent at home with a child as a part of a Productive Choice.) Community Living Support participants are the most likely candidates for regulated participants.

Legislative Authority: Regulations Section 13 Continuing Eligibility

Rent

Rent is a basic benefit. See **Accommodation**.



Rent to Parents

Section 4(1) of Schedule A of the Social Assistance Regulations states that: An allowance for room and board may be provided to or on behalf of persons in need at local rates in accordance with the direction of the Director. Some Income Support participants have difficulty obtaining appropriate housing in their community. One option has been to establish a boarding relationship with their parent(s). These are the procedures for dealing with this specific situation:

An applicant may be eligible for room or room and board assistance up to the maximum applicable rates if:

- The applicant is 18 years or older AND
- The applicant is residing in the home of her or his parent(s) AND
- The parent's home is a private rental accommodation.

If the parents are in market rental accommodation, then the applicant must show proof that they are listed on the lease before rent will be provided on their behalf.

Approval of the supervisor is required for assistance to be granted to a single employable person for more than three (3) months.

An applicant is not eligible for room or room and board assistance if:

- The dwelling is owned by the parent(s) OR
- The parent(s) is renting from the Nunavut Housing Corporation or Local Housing Authority or Association OR
- The parent is a recipient of Income Support.

Assistance may be provided for food and clothing, along with disability and other enhanced benefits, when required.

Legislative Authority: Regulations Schedule A 4 Room and Board & 5 Accommodation

Rights – Income Support Worker

Each Income Support Worker:

- Has the right to expect to be treated with respect and dignity by participants.
- Has the right to work in a safe and secure environment without verbal and physical threats and can refuse to complete an assessment if threatened.
- Has the right to verify information participants give on their assessment, so Income Support benefits can be paid properly. This may mean the Income Support Worker visits the applicant/recipient's home to confirm the information on the assessment form.



- Is guided by very strict rules and a code of ethics for income support.
- Appreciates applicants' and participants' patience in addressing each person's specific needs.
- Expects each applicant/recipient to identify a productive choice that meets the applicant/recipient's needs and circumstances.

Rights – Participants

All Income Support participants have the right:

- To be treated with respect and dignity.
- To receive services in the language of their choice.
- To apply for assistance if they believe they are in need.
- To receive assistance getting training or career counselling.
- To make decisions concerning their life and their dependant's life. Some of these decisions may affect their eligibility for assistance, but they are their choices.
- To review their file to update and correct any errors.
- To receive all the monies they are eligible for.
- To appeal the decision of the Income Support Worker and receive help to deal with the appeal process.
- To have private information handled with confidentiality.

Seasonal Clothing

See **Clothing**

Security Deposits

See **Damage/Security Deposits**

Self-Employment

Participants using Self-employment as a Productive Choice may be eligible for basic benefits under Income Support for up to six months. Income Support Workers should verify with the local Economic Development Officer that the applicant/recipient has had their business plan reviewed and that the plan is viable. Assistance beyond 6 months (180 days) can only be given if the Director of Income Support has approved the extension and there is evidence that the recipient can be self-supporting in the seventh month of operation.

The Income Support Worker should request written updates from the self-employed recipient. The net income from business during the 6 months should be recorded but disregarded when completing the assessment for basic benefits.



Long term financial assistance will not be provided as this action would constitute subsidizing a business venture. Financial support for the business must be accessed from other sources such as a bank loan. The Economic Development Officer may be able to provide suggestions and support.

Legislative Authority: Regulations Section 3.2, 5 & 6 Application for Assistance, Section 13.1 Participation in Program or Activity

Senior Citizens Benefits

The Senior Citizens Supplementary Benefit is \$135.00 per month and must be reported as unearned income for those households in receipt of income support.

The Nunavut payment is combined with the Old Age Security and Guaranteed Income Supplement benefits and paid by the Federal Government in a combined cheque.

Eligibility is assessed on whether the individual is eligible to receive the Government of Canada, Guaranteed Income Supplement (GIS).

Applicants are required to use all resources available to them. The Income Support Worker should recommend to a participant that he/she apply for federal benefits 6 months prior to the date of eligibility.

Many seniors in Nunavut do not apply for Federal Government benefits, and instead rely heavily on the Income Support program; therefore, Income Support Workers are encouraged to help senior participants in their applications for federal assistance programs.

Legislative Authority: Senior Citizens Benefits Act

Seniors Fuel Subsidy

The program provides a supplement to low income Northerners above the age of sixty (60) to offset the high cost of household heating fuel.

The Regional Career and Early Childhood Services offices of the Department of Education deliver the program. This will be done from the Income Support Program Regional Offices in Pangnirtung, Rankin Inlet, and Cambridge Bay.

Criteria for eligibility are:

- Is a permanent resident of Nunavut and seeking assistance for their primary residence, also located in Nunavut; and
- Is not an Income Support participant; and

- Is at or above the age of sixty; and
- Is a private homeowner, and;
- All required documentation is submitted, as identified on the application form; and
- Meets an approved household income test.
- Renters are not eligible for the subsidy.

As of August 2003, the litres available to approved applicants will be based on Zoned residence areas. Zones, communities and allotments are listed on the Zone Benefit Chart.

Senior Fuel Subsidy Zone Benefit Chart

Zone 1	2 500 liters	Sanikiluaq
Zone 2	2 668 liters	Arviat Iqaluit Kugluktuk Pangnirtung Qikiqtarjuaq Rankin Inlet
Zone 3	2 833 liters	Cambridge Bay Cape Dorset Clyde River Gjoa Haven Hall Beach Pond Inlet Whale Cove
Zone 4	3 000 liters	Arctic Bay Baker Lake Chesterfield Inlet Coral Harbour Igloolik Kimmirut Repulse Bay Resolute Bay Taloyoak
Zone 5	3 175 liters	Grise Fiord Kugaaruk

Legislative Authority: Social Assistance Act



Separations

This provides some helpful hints for dealing with participants who report being separated. Workers are not required to apply these hints; however, it is important when establishing family size in a household.

Under the Income Support program, all income for adults and wage earners less than 18 residing in the same household is to be included in the assessment of available financial resources (added to income).

The Income Support Worker may request that both applicants complete and sign a Statutory Declaration, indication that the couple is no longer residing as a common-law relationship, or living in the same household.

If two adults, with no children, are no longer sharing the same residence, each must be assessed individually as if each is a single applicant/recipient. If the applicant/recipient is employable, then they must be pursuing a productive choice.

In Canada, there is no requirement for a formal written separation agreement under the law. The only requirement is that the two partners no longer reside at the same physical address.

For participants with children, it would be useful to have information concerning matters about custody and related issues, especially about child custody, child support (as this can affect the assignment of such benefits to the Director of Income Support) and the division of property (which should list all assets).

It is also suggested that the parties may be referred to a marriage or family counselor or mediator if there is one available. However, it is not a requirement of eligibility for the Income Support program.

Legislative Authority: Regulations Sections 2 & 3 Application for Assistance

Service of Legal Documents

This provides specific information to Income Support Workers and Regional Supervisors, appointed under the Social Assistance Act, about the handling of legal documents that may be received.

For the purposes of the Nunavut Income Support Program, in order to ensure all parties are properly informed, the following protocol shall be followed:

Income Support Workers who receive legal documents concerning the Income Support Program should accept the documents as presented and acknowledges receipt in writing, as



necessary. The acknowledgement letter should be kept on a applicant/recipient's file, if it concerns a specific case, or a general file kept for such items.

The Income Support Worker should contact their Regional Supervisor (or designate) immediately and advise that a document or documents have been served. A facsimile copy should be immediately sent to the attention of both the Regional Supervisor and the Manager of Income Support in Iqaluit (Fax: 867-975-5690).

- The Income Support Worker should make a copy of all documents for their records and forward the original, by courier, to the Manager of Income Support in Iqaluit.
- The Manager of Income Support will undertake to ensure that the document(s) are forwarded to Nunavut Justice, in accordance with the **Guidelines for Government of Nunavut Staff** concerning the **Service of Documents**.
- The Manager of Income Support, in consultation with the Director of Income Support and the Senior Policy Analyst, will provide recommended next steps to the Regional Supervisor and Income Support Worker as needed.
- Income Support Workers who are asked by a lawyer, or legal agent, to sign statements, affidavits or any other documents that could be used in any action against the Worker, the Minister, Senior Government Official or the Government of Nunavut should contact their Regional Supervisor (or designate) immediately. The Regional Supervisor will then contact the Manager of Income Support. The Manager will consult with Nunavut Justice on the matter and inform the Regional Supervisor as soon as possible as to the appropriate course of action.

Special Dietary Products

Payment for special dietary products is the responsibility of the Department of Health & Social Services and not the responsibility of the Income Support Program. Payments for items such as specialized infant formula, food supplements and liquid meal replacements should not be issued by an Income Support Worker. All requests for the provision of special dietary products should be referred to the Regional Supervisor of Income Support who in turn should contact the local Nursing Station.

All Special Diet requests must be prior approved by the Department of Health & Social Services' Health Insurance Office in Rankin Inlet. We will be asked to verify indigent status

Legislative Authority: Department of Health and Social Services



Statutory Declaration

A statutory declaration is a legal document that provides for an applicant/recipient to “swear” a statement or circumstance is true. A statutory declaration should be used when any item or situation of an applicant/recipient is unverifiable (i.e. Common-law living arrangements, income without cheque receipts).

Statutory declarations can be used for:

- Applicant declaring income without receipts
- Participants stating that they have performed a request of a worker but lack proof
- Participants making statements relative to their application (i.e. living arrangements)

The Income Support Worker should make the applicant/recipient aware that if he/she lies on a Statutory Declaration, it is illegal and carries criminal charges. For a Statutory Declaration to be legal and binding, it must be filled out properly and witnessed by a Commissioner of Oath, Justice of the Peace or Judge.

An Income Support Worker should assist the applicant/recipient in filling out a statutory declaration and ensure that the applicant/recipient fully understands the form and consequence of untruthfulness.

Legislative Authority: Regulations Section 3.2 & 3.3 (h) (i) Application for Assistance

Statutory Appointment

The Income Support Worker is an official with legal powers and responsibilities as defined in the Social Assistance Act and Regulations. This means that the Income Support Worker has the authority to give out public money to people who need financial help. However, the Income Support Worker only has the authority to give out money under the conditions of the Income Support Program.

Legislative Authority: Act Section 4 Administration

Strikes

Section 1.1(2) (a) of the Social Assistance Regulations states that for the purposes of establishing a ‘person in need’ under the Social Assistance Act, “an applicant described in subsection (1) is not a person in need where the applicant is employable and is unwilling to accept employment of any type that has been offered within the Territories that would enable the applicant to provide adequately for himself or herself and his or her dependents.”



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- Income Support will not be granted to an applicant, or dependants, where the applicant has gone on strike, has been locked out by the employer, or refuses to cross the picket line of another union.
 - Strikers are expected to use their own resources, including strike pay.
 - Strikers should be referred to their local striker committee.
 - In cases where extreme hardship may result, assistance for food may be provided on a week-by-week basis for the period of one month.
 - The approval of the Director is required for any assistance for items other than food and any assistance that will be required for over a one-month period.

Legislative Authority: Regulations Section 1.1 (2) (a) Person in Need

Suspected Fraud

It is an offense under the Criminal Code for anyone, by deceit, falsehood, or any other fraudulent means, to defraud the public of money. The Income Support Worker must, according to the laws of Nunavut, report any suspected fraud to a supervisor.

Fraud is defined as any action of an applicant that is:

- A dishonest act, statement, etc. for the purpose of obtaining assistance for himself or another person;
- Assisting any other person to obtain assistance to which that other person is not entitled;
- Something done to deceive or cheat; or any intent to deceive or cheat.

Examples of applicant fraud are:

- Giving false, misleading, or incomplete information;
- Writing a false signature or forging a signature on the Income Support Application Form;
- Improperly obtaining, altering, or falsely endorsing social assistance cheques.

It is important for applicants to know that giving false or misleading information to obtain Income Support could lead to:

- Benefits being suspended; and/or-
- Benefits being terminated; and/or
- The money received being recovered as an overpayment; and/or
- Criminal charges for fraud.



Participants must be sure when applying for Income Support to:

- Tell the worker the correct family size,
- Tell the worker when the family size changes,
- Tell the worker when the applicant/recipient earns money,
- Tell the worker when money is received from any source,
- Not accept a cheque from the Income Support Worker that the applicant/recipient knows they are not entitled to,
- Not make false or misleading statements to the Worker.

When an Income Support Worker believes fraud has occurred, the caseworker will prepare a report and recommendation for the supervisor, which will include, but is not limited to the following:

- Verification that the recipient has had an opportunity to exercise their right of appeal regarding eligibility and/or overpayment assessment
- Details of the suspected fraudulent activity, including the amount of money involved, frequency of the occurrence, and the time period involved
- The capacity and ability of the applicant/recipient to understand his/her responsibility
- Documentation and information, which supports the suspicion of fraud
- All documentation should be forwarded to the Regional Supervisor of Income Support for review and furtherance to the Territorial Compliance Officer.

The Compliance Officer in conjunction with the Manager of Income Support will determine if the case will be referred to the Office of the Comptroller General and the RCMP. Workers should not contact the RCMP directly.

Legislative Authority: Regulations Section 3.2 & 3.3 Application for Assistance, Section 22 Recovery of Assistance

Transient/Transitional Participants

Transient participants are treated as transitional participants. This type of applicant/recipient is only eligible for basic benefits and must be moved into another category, such as adult or community living, within two months or they are ineligible for continuing assistance.

Although Transitional Participants are not required to participate in a Productive Choice or sign an Income Support Agreement, participants are encouraged to participate in a Productive Choice in order to achieve or maintain their independence.

Legislative Authority: Regulations Section 9 c Granting of Assistance



Transition to Work Benefits

A recipient who becomes employed or whose spouse becomes employed on a **full time** basis is entitled to receive a one-time per family, transition to work allowance.

The Income Support Worker will:

Verify that the recipient and/or spouse of the recipient has not received the one-time payment in the past

Verify with the recipient and/or spouse of the recipient the hours of the employment situation by having a letter of offer of employment or other appropriate documentation provided

Refer to the guidelines for the Transition to Work initiative for further information.

Legislative Authority: Regulations Section 20 (5) (n) Financial Resources

Tuition

With help from a Career Development Officer, the applicant/recipient must complete a Productive Choice plan. For eligible courses, Income Support may cover tuition costs up to \$1,250.00 per a 4-month semester. There is a limit of \$2,500.00/year. Income Support will help with tuition only if there are no other funding sources available. The courses must be under 11 weeks and FANS (Financial Assistance for Nunavut Students) cannot sponsor the applicant/recipient. If the applicant is disqualified from receiving FANS we do not automatically fund.

See **FANS (Financial Assistance for Nunavut Students) Bridging Protocol – Recovery** for more information.

Legislative Authority: Regulations Schedule B 9 Expenses Incidental to Education and Training

Unearned Income

100% of unearned income is charged against entitlement.

Legislative Authority: Regulations Section 20 (4) Financial Resources

Utilities

Under the section of the Act (section 17 (2)), the Income Support Program can retroactively pay back utilities to the first day of the fiscal year. So if an applicant/recipient has arrears



with the power corporation we can pay their bill, as long as they are eligible, back to the beginning of the fiscal year.

If an applicant/recipient received income support but did not bring in his/her power bill we can go back and pay only the months that the applicant/recipient was eligible to clear the arrears.

For the months an applicant/recipient was not eligible for income support we do not make payment.

Workers should make sure that the applicant/recipient is not given the cash to pay the bill him/herself.

Legislative Authority: Act Section 17 (2), Regulations Section 11 (1) Commencement of Assistance, Section 14 Changes in Amount of Assistance, Schedule A 7 Utilities Allowance

Volunteer Work Activities

Some participants perform volunteer work in the community in addition to the other programs in which they are involved and, hopefully, geared to obtaining marketable skills, living skills, etc. Some examples of Volunteer Activities are:

- Hunting for Elders – supplying fish, meat, and fur to needy elders in the community.
- Boy Scout, Brownies, Guides, Cadets and similar organizations – helping children complete their assignments and assisting in organizing camping trips.
- Recreational Programs – helping organize and supervise the various programs for children and adults.
- Reading in the schools – reading to children in the schools.
- Cleaning for the Elders – cleaning Elders' homes on a weekly basis, doing their washing and ironing and any other tasks they may find difficult.
- Snow Removal – clearing a path to another's front door, especially Elders, by shoveling snow.

Although volunteer work activities are a Productive Choice, the participant should also be participating in a career or wellness activity, for a minimum combined total of 20 hours per week.

Legislative Authority: Regulations Section 13.1 Participation in a Program or Activity

Wellness Activities

For participants with personal and/or family issues that they need to resolve, the Income Support Program helps these participants financially while they are involved in Wellness Activities. Some examples of Wellness Activities are:

- Alcohol and Drug Addiction Rehabilitation - including counseling, school and community education programs.
- Mental Health – including suicide prevention programs and helping depressed people.
- Family Support – including childcare, family counseling and child protection programs.
- Medical and Health Services – including public health, nutrition, community health education, baby clinics, health counseling and mental health support programs.
- Programs for Aged and Handicapped Persons – including financial help and homemaker assistance programs.

Legislative Authority: Regulations Section 13.1 Participation in Program or Activity

Workers' Compensation Board Coverage

The Workers' Compensation Act provides for coverage under three types of productive choices: post-secondary and secondary training including work experience at the post-secondary or secondary institution; engaged in hunting, fishing or trapping; and volunteer work with an agency or institution.

The following provides an explanation for each of the three productive choices that may be covered by Workers' Compensation. It will be important to contact Workers' Compensation directly for specific details.

1. Participants enrolled in a post-secondary and secondary training program, including work experience at the institution. The Workers' Compensation Act (section 11) indicates that people who do any work at an institution, they are deemed workers for the purposes of the Act. That means persons at a university, public or private college, institute of technology, agricultural and vocational college, vocational training center or secondary school, or a hospital, who do any work, including work experience off the site, are covered.

Interpretation: Income Support participants that are pursuing education and/or training are covered by Workers' Compensation. Income Support participants, who, as part of that training also engage in work experience, are also covered by Workers' Compensation during that part of their training as if they were part of the public service.

2. Participants engaged in hunting, fishing or trapping. The Workers' Compensation Act (section 10) indicates that any person who is an independent operator principally

engaged in hunting, fishing or trapping for a livelihood is deemed to be a worker for the purposes of the Act.

Interpretation: Income Support participants who engage in hunting, fishing or trapping as their productive choice are covered by Workers' Compensation during the period that they are engaged in hunting, fishing or trapping.

3. Income Support participants that are doing volunteer work for an agency or institution. The Workers' Compensation Act (section 8(3)) indicates that persons shall be deemed workers for the purposes of the Act if any employer or prospective employer has applied to the Workers' Compensation Board for coverage of such employees.

Interpretation: Income Support participants who pursue voluntary service as their productive choice are covered by Workers' Compensation, if and only if, the employer has applied for such coverage from the Workers' Compensation Board. It will be essential for the Income Support Worker to verify with the agency or institution where the applicant/recipient is going to do volunteer service to verify that the agency or institution has made such an application to the WCB.

Productive Choice	WCB Coverage	Needs Verification with Employer or Volunteer Agency
Education, training and related work experience	Yes, deemed worker as if in public service	
Hunting, fishing or trapping	Yes, deemed worker. Need to establish specific coverage rate with Board.	
Volunteer work	Sometimes, depends on what employer or volunteer agency has done.	Need to verify that employer or volunteer agency has applied to Board for this type of unpaid worker is covered.

Legislative Authority: Regulations Section 20 (4) (k) Financial Resources



Youth Educational Support

This category is for participants who are between the ages of 18 (eighteen) and 24 (twenty four), who may be either in school or in another productive choice.

Legislative Authority: Regulations Section 3.3 (b) Statement and Authorization; Section 13.1 Participation in Program or Activity