

Income Assistance

Rights & Responsibilities of Individuals

- to make application when they believe they are in need
- to have their eligibility determined on the basis of objective evidence as required by program policy
- to be informed of their responsibilities regarding initial and continuing eligibility
- to disclose any information that is required under the policy and procedures established in the policy guideline
- to, if required by policy, seek work at all times, and to be available for all work for which they are qualified
- to, if employable, participate in employability programs that may be available
- to use all available resources and income to support themselves as the preferred alternative to social assistance
- to inform the administering authority promptly of changes in their circumstance that may affect eligibility

Fraud

Applications or recipients of income assistance who knowingly make false declaration by signing documents such as the Application for Social Assistance, or social assistance monthly renewal declaration that contain incomplete or incorrect information misrepresenting their situation in order to obtain social assistance, are liable to prosecution under the Criminal Code of Canada.

Applying for Income Assistance during COVID-19

- ✓ Contact Lisa Machell, BSDW for an application package (250-314-1522)
- Completed application for Income Assistance requires:
- ✓ 2 pieces of Identification (one must be picture), if more than one person on application a piece of ID from each individual
 - ✓ Single parent must provide court order papers, indicating custody
 - ✓ 3 months of current bank statements & if applicable, confirmation of child tax
 - ✓ Most current utility bill
 - ✓ Proof the primary person applied for Employment Insurance (hardship eligibility)
 - ✓ Letter from Service Canada stating either yes or no, eligible for Employment Insurance
 - ✓ Current Rental Agreement

Continuation of Income Assistance

- ✓ Submit monthly renewal declaration
- ✓ Inform Lisa, BSDW if there is any changes to monthly earnings
- ✓ Annual renewal, Lisa will send out a letter to recipients requesting proof of income. Proof of income must be submitted to be compliant in receiving; Income Assistance, Persons with Disability, Persons with Multiple Barriers
- ✓ Current Rental Agreement