

<i>Act/Regulations</i> <i>Social Assistance Act Reg. 26</i>	<b>Program</b>	<b>Social Assistance, AccessAbility Support</b>	
	<b>Subject</b>	<b>Credit/Service Authorization</b>	<b>Policy #</b> SA 2.3 AAS 3.5
<b>Effective Date: SA September 20, 1988</b>		<b>Authorized by:</b>	
<b>Revised Date: October 1, 2022</b>		<b>Deputy Minister Jamie MacDonald</b>	

## 1.0 PURPOSE

- 1.1 To provide items and services of urgent need to applicants of Social Assistance (SA) or Assured Income (AI).

## 2.0 DEFINITIONS

- 2.1 **Applicant:** a person who applies for or on whose behalf an application is made for SA or AI.
- 2.2 **Assured Income:** a component of AccessAbility Supports (AAS) that provides monthly financial supports to eligible applicants with disabilities to use towards securing basic needs.
- 2.3 **Co-Applicant:** the spouse of an applicant, and includes a person who, although not married to the applicant, lives with the applicant as if they were married.
- 2.4 **Credit/Service Authorization (CSA):** a promissory note for goods purchased and/or services rendered on behalf of an applicant.
- 2.5 **Recipient:** a person who is provided SA or AI and includes a person whose SA or AI has been suspended, but not cancelled.
- 2.6 **Supports Coordinator:** a staff member that provides direction and case management support in delivering a range of social benefits and services to applicants eligible for Social Programs.

## 3.0 POLICY STATEMENTS

- 3.1 For the purposes of this policy use of the word applicant is inclusive of recipient.
- 3.2 Financial support is to be paid to applicant's by cheque or electronic transfer where possible.
- 3.3 A CSA may be used to meet an applicant's emergency need in lieu of a cheque where:

- a delay, where an emergency payment is not possible, would cause hardship;
- an applicant has a demonstrated history of misappropriation of financial benefits; or
- an applicant is to be restricted in the type and/or cost of a special need item or service.

3.3 Applicants have the right to choose the vendor when receiving a CSA.

3.4 Restrictions according to regulation or policy apply when issuing a CSA to provide an item or service of special need.

3.5 Signing authority limits for Support Coordinators apply to the issuance of a CSA.

#### **4.0 PROCEDURE STATEMENTS**

4.1 Support Coordinators are responsible to discuss the issuance of a CSA with an applicant, including what vendors may accept CSAs, limitations of CSAs imposed by vendors, and that the use of a CSA may identify an individual as an applicant of SA or AI.

4.2 CSAs are considered a substitute for a cheque and are to be completed in full by the Supports Coordinator. CSAs must include a purchase order number, vendor, item, dollar value, start date, expiry date, and any restrictions that may apply.

4.3 Where an applicant is utilizing a CSAs for emergency food purchases, the Supports Coordinator is responsible to include a restriction stating that the CSA does not include the purchase of alcohol or tobacco products.

4.4 A CSA will be processed for payment when appropriate supporting documentation is returned by the vendor to the Department, along with a copy of the CSA. Supporting documentation must include a bill, invoice, or delivery statement. A statement is not considered appropriate supporting documentation.

4.5 Where appropriate supporting documentation cannot be provided by the vendor, approval must be granted from a program supervisor or manager and documented on an applicant's electronic file prior to being processed for payment.

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#### **HISTORY:**

**October 1, 2022:** Editorial, content, and format changes. Principles have been removed and definitions added for clarity. SA policy number has been updated from 7.6 to 2.3. Policy now applies to AAS.