

<i>Act/Regulations</i> <i>Social Assistance Act Reg. 5(2), 9(9), 24(a), 25, 27(4)</i>	<b>Program</b>	<b>Social Assistance</b>	
	<b>Subject</b>	<b>Emergency Assistance</b>	<b>Policy #</b> 1.6
<b>Effective Date: November 1, 2007</b>		<b>Authorized by:</b>	
<b>Revised Date: October 1, 2022</b>		<b>Deputy Minister Jamie MacDonald</b>	

## 1.0 PURPOSE

1.1 To meet the immediate need(s) and to define the eligibility requirements of an applicant requesting emergency assistance.

## 2.0 DEFINITIONS

2.1 **Applicant:** a person who applies for or on whose behalf an application is made for SA.

2.2 **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.

2.3 **Emergency Assistance:** financial assistance granted to an applicant on a one-time basis for a period of time not exceeding one month.

2.4 **Items of Basic Need:** items that are essential to maintain the minimum living requirements of an applicant and the applicant's spouse and dependents, including food, drugs, shelter, fuel, real property taxes, fire insurance, utilities, clothing, personal requirements, household supplies and local transportation.

2.5 **Items of Special Need:** items of special need as described in section 19 of the *Social Assistance Act Regulations*.

2.6 **Support Needs Assessment (SNA):** a systematic process for determining an applicant's potential disability support needs and AI.

2.7 **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 Emergency assistance may be provided for items of basic need and/or special need before a complete inquiry is made into an applicant's circumstances where there is an immediate need related to the health and safety of an applicant.

- 3.2 An applicant requesting emergency assistance must exhaust all reasonable options to meet their immediate need(s), including but not limited to personal assets, income, family resources, and/or community resources and services prior to emergency assistance being granted.
- 3.3 Emergency assistance will not be provided to an applicant when a referral to another department, agency, and/or service can meet an applicant's immediate need(s).
- 3.4 Emergency assistance may be granted to an applicant prior to providing verification of income and expenses. Where an applicant is requesting financial assistance beyond a one-month period, verification of income and expenses must be provided prior to additional assistance being granted.
- 3.5 Where an applicant is eligible for an amount greater than needed to meet the emergency need, the lesser amount will be granted until a complete inquiry is made into the applicant's circumstances.
- 3.6 An applicant in receipt of emergency assistance does not require a case plan.

#### **4.0 PROCEDURE STATEMENTS**

- 4.1 Supports Coordinators are responsible to inquire into the circumstances of an applicant to determine whether there is an immediate need related to the health and safety of an applicant.
- 4.2 In determining an applicant's eligibility for emergency assistance, Supports Coordinators are responsible to ensure an applicant exhausts all reasonable options to meet their immediate need(s). Where possible, Supports Coordinators are responsible to direct an applicant to other available resources prior to approving emergency assistance.
- 4.3 Supports Coordinators must seek the approval of a program supervisor or manager prior to granting emergency assistance.
- 4.4 An applicant in receipt of emergency assistance requesting an extension of service beyond one month must meet the eligibility criteria identified in SA policy 1.1 Eligibility and the documentation requirements identified in Social Programs policy 2.6 Documentation Requirements.

#### **5.0 REFERENCES**

- 5.1 SA Policy 1.1 Eligibility
- 5.2 SA Policy 2.2 Case Plans
- 5.3 SA Policy 4.1 Family Resources
- 5.4 Social Programs Policy 2.6 Documentation Requirements

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#### **HISTORY:**

**October 1, 2022:** Editorial, content, and format changes. Policy number has been changes from 3.13 to 1.6.