



<i>Acts/Regulations</i> <i>Social Assistance Act Reg. 6(3) – 6(6), 29(1)(a)</i> <i>Supports for Persons with Disabilities Act Gen. Reg. 30(1)(a),</i>	Program	Social Assistance, AccessAbility Supports	
	Subject	Employable Persons	Policy # SA 3.1 AAS 4.1
Effective Date: SA June 26, 1995		Authorized by:	
Revised Date: July 1, 2022		Deputy Minister Jamie MacDonald	

1.0 PURPOSE

1.1 To state the conditions under which an employable person may be granted Social Assistance (SA) or Assured Income (AI) and to outline the expectations of applicants assessed as employable.

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 **Employability Assessment:** a systemic process used to determine an applicant’s level of employability at the time of assessment based on the applicant’s skills, abilities, education, and employment history.

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 **Social Programs:** programs and benefits administered by the Social Programs division, including AccessAbility Supports, Social Assistance, Child Care Subsidy, and the Seniors Independence Initiative.

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 For the purposes of this policy use of the word applicant is inclusive of the terms recipient and co-applicant.
- 3.2 For the purposes of this policy, use of the term case plan is inclusive of the term support plan.
- 3.3 An applicant will be assessed as employable based on consideration of the applicant's circumstances, input from the applicant, and the results of the Employability Assessment.
- 3.4 The Department may grant financial assistance to an employable applicant if the applicant:
- is unemployed due to circumstances beyond the applicant's control;
 - is willing to accept reasonable employment for which the applicant is capable;
 - is making reasonable efforts to find and secure employment; and
 - is willing to accept available training.
- 3.5 Employable applicants are required to accept and attempt reasonable employment and/or training opportunities and to maintain employment, whenever possible.
- 3.6 Employable dependents of an applicant, whether adult or minor, are expected to meet the expectations of an employable applicant, unless in full time attendance of an educational or training program.
- 3.7 Applicants who choose not to comply with a case plan may be subjected to remedial action that may lead to a suspension and/or possible closure of financial assistance.
- 3.8 An applicant who has a legitimate barrier to employment may be exempted from any, or all, of the requirements of employment participation for a temporary or indeterminate period based on the applicant's ability to participate. Employment participation must be assessed at a minimum of annually.
- 3.9 A *Social Programs Health Report* or other relevant medical information may be required in situations where an applicant indicates a barrier to employment and has an employment-focused case plan, or to determine a suitable type of approved training.

4.0 PROCEDURE STATEMENTS

- 4.1 The Supports Coordinator is responsible to collaborate with the applicant to develop an employment focused action plan, as part of an applicant's social supports case plan, detailing an applicant's employment expectations based on the applicant's skills, abilities, education, and employment history.
- 4.2 The Supports Coordinator is responsible to develop a social support case plan with a trauma informed care approach as the impacts of trauma influence how people engage

with, manage and exit services. Incorporating respect, compassion and collaboration into social supports case plans is necessary.

- 4.3 Case plans will be tailored to meet the applicant's individual needs and the Support Coordinator will determine and advise the applicant of the reporting expectations based on the applicant's individual circumstances. Case plan actions may include but are not limited to:
- personal development services which facilitate progressions to self-sufficiency;
 - referrals to appropriate agencies for services that address an applicant's needs and goals;
 - job preparation and employment entry support, such as job development, resume preparation, workshops, employment referrals, placements, etc.;
 - skills development supports, such as skill specific training and placements;
 - career development supports consistent with a career/life development model that promotes lifelong learning and encourages applicant ownership of the process;
 - literacy/academic upgrading programs up to and including grade 12 that meet standards recognized by the province.
- 4.4 Where the applicant chooses not to comply with the case plan or the reporting expectations, the Supports Coordinator will initiate remedial actions.

Remedial Actions

- 4.5 Where the applicant fails to comply with the case plan, the Supports Coordinator will schedule an engagement session to review the case plan with the applicant. The purpose of this session is to discuss any difficulties with the tasks identified in the case plan or the reporting process and if necessary, to adjust the applicant's case plan. Where an engagement session is initiated by the applicant, the discussion would not be considered a remedial measure.
- 4.6 Where the applicant fails to comply with the case plan for a second time, the Supports Coordinator will schedule a second engagement session with the applicant. The purpose of this session is to discuss any further difficulties with the tasks identified in the case plan or the reporting process and if necessary, to further adjust the applicant's case plan.

The Supports Coordinator may determine it necessary to reassess the applicant's employability through an additional Employability Assessment. Where there is a change in the applicant's employability status, the Supports Coordinator is responsible to adjust the case plan accordingly.

At this stage, the Supports Coordinator is responsible to discuss the potential consequences of further non-compliance with the case plan and to document that the applicant has been advised that the next remedial action may include closure of financial assistance.

- 4.7 Where the applicant fails to comply with the case plan for a third time, the Supports Coordinator will schedule a third engagement session with the applicant to discuss the applicant's progress. Where the applicant can offer no just cause for not complying with the case plan, the Supports Coordinator will determine if financial assistance should be closed or suspended.
- 4.8 Where an applicant's financial assistance is closed or suspended, the applicant will be notified in writing and of the right to appeal should the applicant wish to dispute the decision.

REFERENCES

- 5.1 SA Policy 3.2 /AAS Policy 3.6 Exemptions from Employment
- 5.2 SA Policy 3.3/AAS Policy 3.7 Refusal of Employment or Training

HISTORY

July 1, 2022: Editorial, content, and format changes. Policy & procedure statements have been expanded. Policy now applies to Social Assistance & AccessAbility Supports. New AccessAbility Supports policy.