



<i>Act/Regulations</i> <i>Social Assistance Act Reg. 19(9)</i> <i>Supports for Persons with Disabilities Act Gen. Reg. 44</i>	Program	Social Assistance, AccessAbility Supports	
	Subject	Employment Transition Allowance	<i>Policy #</i> SA 3.5 AAS 4.5
Effective Date: March 26, 2019		Authorized by:	
Revised Date: July 1, 2022		Deputy Minister Jamie MacDonald	

1.0 PURPOSE

1.1 To provide reasonable supports to applicants of Social Assistance (SA) and Assured Income (AI) to eliminate barriers to pursue employment, attach to the workforce, and assist in achieving long-term independence.

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 **Employment Connector:** a staff member who provides ongoing assessment, service, and reviews for SA or AI applicants referred for employment supports and services.

2.4 **Employment Transition Allowance:** financial benefits provided to an applicant to help remove immediate barriers to employment to support an applicant’s attachment to the workforce.

2.5 **Overpayment:** cash and/or a material benefit which an applicant is not entitled to receive or an advance of funds to assist in securing or preventing the loss of living accommodations or basic utilities.

2.6 **Recipient:** a person who is provided SA or AI and includes a person whose SA or AI has been suspended but not cancelled.

2.7 **Supports Coordinator:** a staff member who 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 The Department supports applicants who wish to pursue employment by addressing barriers to enable applicants to attach to the workforce and/or retain employment.

3.3 Financial assistance up to \$750 annually may be granted to eligible applicants of SA or AI for items of special need that support eliminating barriers to employment. Items may include, but are not limited to:

- Transportation to employment;
- Application or registration fees for educational or training opportunities;
- Special clothing required for employment;
- Safety equipment;
- License renewals
- Criminal record checks and/or pardons;
- Essential tools.

4.0 PROCEDURE STATEMENTS

4.1 The Supports Coordinator is responsible to case plan with the applicant to identify required items of special need related to possible barriers to employment and/or securing employment. Use of the Employment Transition Allowance must support an applicant's case plan.

4.2 The Supports Coordinator is responsible to document the details of the identified item(s) of special need and the approved benefit amount(s) in the explanation field of the client financial window, and in the adjudication remarks in the applicant's electronic file.

4.3 Applicants who receive an Employment Transition Allowance are responsible to provide verification, where possible, of the special need expense. Applicants who do not provide verification may be issued an overpayment.

4.4 Applicants whose request for the Employment Transition Allowance has been denied will be advised of the reason(s) in writing and the appeal process if the applicant wishes to dispute the decision.

HISTORY:

July 1, 2022: Editorial, content, and format changes. Replaces AccessAbility Policy 3.9 – Employment & Transitional Supports, Sections 3.1, 4.1 – 4.3; now applies to Social Assistance & AccessAbility Supports. New Social Assistance policy.