

	<b>Program</b>	<b>Social Assistance, AccessAbility Supports</b>	
	<b>Subject</b>	<b>Transition to Employment Benefit</b>	<b>Policy #</b> SA 3.6 AAS 4.6
<b>Effective Date: September 1, 1990</b>		<b>Authorized by:</b>	
<b>Revised Date: July 1, 2022</b>		<b>Deputy Minister Jamie MacDonald</b>	

## 1.0 PURPOSE

1.1 To provide a financial benefit to applicants of Social Assistance (SA) or Assured Income (AI) to reduce any short-term financial impacts that may be associated with starting employment or training.

## 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 (AI):** a component of AccessAbility Supports (AAS) that provides monthly financial benefits to eligible applicants with disabilities to use towards securing basic needs.

2.3 **Employment Transition Benefit:** an amount required by the applicant to meet basic needs during an applicant's transition to employment.

2.4 **Earnings:** includes wages, salaries, commissions, tips, training allowances, and self-employed earnings.

2.5 **Earnings exemption:** a proportion of earnings that are not included in the calculation of financial need.

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 that provides direction and case management support in delivering a range of social benefits and services to applicants eligible for Social Programs.

2.8 **Transition Month:** the first full month of employment or training.

## 3.0 POLICY STATEMENTS

- 3.1 For the purposes of this policy, use of the word applicant is inclusive of recipient.
- 3.2 Applicants who begin employment or training may be eligible for an employment transition benefit to meet their basic needs during the applicant's transition to employment.

#### **4.0 PROCEDURE STATEMENTS**

- 4.1 The Supports Coordinator will complete a *Transition to Employment Benefit Worksheet* (attached) when an applicant begins employment or training to confirm an applicant's eligibility for an employment transition benefit.
- 4.2 Employment earnings received in the same month employment or training begins will be deferred to the transition month. Earnings exemptions apply to deferred employment earnings.
- 4.3 All non-exemptible income, such as Canada Pension Plan benefits, received in the same month employment or training begins will also be deferred to the transition month to be calculated as 'Other Income'.
- 4.4 When calculating a transition to employment benefit, the Supports Coordinator will include an applicant's full allowable shelter costs and prorate the additional eligible expenses to the date of the applicant's first pay in the transition month.
- 4.5 Where the employment transition benefit and earned income is more than required to cover the costs defined in section 4.4, a lesser amount may be granted.
- 4.6 The Supports Coordinator will add the transition to employment adjustment as income to the client financial window of the applicant's electronic file to calculate the Transition to Employment benefit amount.
- 4.7 The applicant will be granted the employment transition benefit amount as eligibility for the transition month, unless the budget deficit calculation is greater.
- 4.8 The Supports Coordinator will re-assess an applicant's financial situation following the transition month to determine an applicant's on-going eligibility for financial assistance.
- 4.9 Where an applicant no longer qualifies for financial assistance, the Supports Coordinator is responsible to notify the applicant in writing and of the right to appeal should the applicant wish to dispute the decision.

#### **5.0 REFERENCES**

- 5.1 SA Policy 4.4 Income Exemptions
- 5.2 AAS Policy 5.4 Income Exemptions

#### **6.0 ATTACHMENTS**

- 6.1 Transition to Employment Benefit Worksheet

---

**HISTORY:**

**July 1, 2022:** Editorial, content, and format changes. Now applies to Social Assistance & AccessAbility Supports. Removed requirement of FT employment. Policy now applies to full-time and part-time work.

# Transition to Employment Benefit Worksheet

Month Employment Commenced:	Month:	Year:
Income to be received this month from <b>NEW</b> employment:		_____
Less earnings exemption ( _____ * + 30% of balance _____ ) =		_____
<b>Balance deferred to next month =</b>		_____

1st Full Month of Employment (Transition Month)		Month:	Year:
	<ul style="list-style-type: none"> <li>• Rent or Mortgage _____</li> <li>• Electricity/Fuel _____</li> <li>• Taxes _____</li> <li>• Fire Insurance _____</li> <li>• Lot Rental _____</li> </ul>		
		<b>Total Shelter:</b>	_____
<u>BUR</u>	X Number of Days	(\$ _____ X _____ Days)	= + _____
30	Pro-rate to 1 <sup>st</sup> Pay	30	
	Continuing Special Needs Item	Monthly Amount	
	_____	_____	
	_____	_____	
	_____	_____	
<u>Monthly Total</u>	X Number of Days	(\$ _____ X _____ Days)	= + _____
30	Pro-rate to 1 <sup>st</sup> Pay	30	
		<b>Transition Need =</b>	_____
		<b>Less Income Deferred:</b>	- _____
		<b>Less Other Income received in pro-rated period:</b>	- _____
		<b>Transition Benefit =</b>	_____
		<b>Current Budget Deficit:</b>	_____
		<b>Transition Benefit:</b>	- _____
		<b>Transition to Employment Adjustment =</b>	_____

Budget Deficit Calculation	Month:	Year:
Regular Monthly Expense		_____
Net Earned Income:	_____ (Total Family)	
Earnings Exemption:	_____ ( _____ + 30% of balance _____ )	
Reduced Income:	_____	
Other Income:	_____ (All Sources)	
Total Income:	_____	
		<b>Budget Deficit =</b> _____
<small>*As per SA policy 3.6 (4.7) &amp; AAS Policy 3.10 (4.7), applicant shall be granted the employment transition benefit amount as eligibility for the transition month, unless the budget deficit calculation is greater.</small>		