



	<b>Program</b>	<b>AccessAbility Supports</b>	
	<b>Subject</b>	<b>Assured Income – Special Needs</b>	<b><i>Policy #</i></b> 3.7
<b>Effective Date: March 26, 2019</b>		<b>Authorized by:</b>	
<b>Revised Date:</b>		<b>Deputy Minister Mark Spidel</b>	

**1.0 PURPOSE**

1.1 To assist applicants meet the financial costs of special needs items.

**2.0 DEFINITIONS**

2.1 **Applicant:** a person who applies for AccessAbility Supports (AAS), on whose behalf an application is made, or a person who receives AAS.

**3.0 POLICY STATEMENT**

3.1 Applicants should be able to meet the financial costs of special needs items.

3.2 Special needs items can include school allowance, repairs to property, furniture and appliances, damage and security deposits, arrears, and funeral expenses. Consideration may be given to other items of real need.

**4.0 PROCEDURE STATEMENT**

4.1 Applicants who qualify for Assured Income (AI) for more than one consecutive month including either August or September; or December or January qualify for a school allowance for each child they have attending grades 1-12. The allowance is based on the age of the child, and will be paid in accordance with the Schedule of Special Needs Expenses. AAS Coordinators will be required to confirm that children under the age of 6, or over the age of 16 are attending school before the school allowance is issued.

4.2 Applicants who qualify for AI and own their own home may be eligible for up to \$300 per year to assist with routine maintenance and repairs of their home. This can be used to assist in weatherproofing, painting, cleaning of heating and cooling systems, and other minor repairs required to maintain the home. The applicants must provide the AAS Coordinator with the invoice or receipt to receive the funding.

4.3 Applicants who qualify for AI and own their own home may be eligible for assistance with the cost of more significant repairs when

- They have been in receipt of AI from more than 12 months;

- Repairs are necessary to maintain the health and safety of the applicants;
  - Financing from other government or commercial sources are not available;
  - The department has determined that the cost of the repair is more reasonable than requesting the applicant to relocate.
- 4.4 Applicants who qualify for AI, own their own home, and are requesting assistance with the cost of more significant repairs must provide verification of clear title of ownership, proof they cannot access other sources of funding, and at least two (2) estimates for the cost of the repairs. The AAS Coordinator will obtain approval from the team lead or supervisor prior to authorizing the repairs.
- 4.5 When the applicant has been approved for home repair, the department will recover the cost for all repairs that are or accumulate to be in excess of \$5,000. As such, the Department shall request the applicant to sign a promissory note pledging their residence as security.
- 4.6 Applicants who qualify for AI may receive assistance for the cost to purchase or repair essential appliances (range, refrigerator, washing machine) and essential furniture (box spring and mattress, kitchen tables and chairs, sofa, chest of drawers). With the exception of the box spring and mattress, applicants should look to purchase used items when available. The cost for essential appliances and furniture shall be paid in accordance with the Schedule of Special Needs Expenses.
- 4.7 The applicant will provide quotes for all repairs and purchases of appliances and furniture for pre-approval. The cost of after-hours repairs may be approved without prior approval when the AAS Coordinator assesses it is reasonable to do so.
- 4.8 Applicants who qualify for AI may receive assistance with the cost of baby related items. These items may include but are not limited to a crib and mattress, a car seat, and a stroller. The AAS Coordinator will work with the applicant to determine if assistance with the cost of other baby items is required. The cost for baby related needs shall be paid in accordance with the Schedule of Special Needs Expenses.
- 4.9 Applicants who qualify for AI may receive assistance with the cost of deposits for rental accommodations and utilities. Deposits for rental accommodations should typically not exceed half of the allowable shelter costs for the unit. Deposits for accommodations and utilities are considered advances and shall be recovered as an overpayment.
- 4.10 Applicants who qualify for AI may receive assistance for up to two months of shelter and utility arrears where the loss of the shelter or utility would create undue hardship to the applicants, would negatively impact the health and safety of the applicants, or there was a lack of financial resources to cover them. Where the applicants were in receipt of AI and the shelter and utility costs were included in the eligibility calculation, any arrears paid are to be considered an advance and recovered as an overpayment.
- 4.11 Applicants who qualify for AI may receive assistance with the cost of arrears in property tax when the applicants are at imminent risk of losing their primary residence to a tax sale. The AAS Coordinator will issue any arrears property tax payments directly, and will case plan with the applicants to ensure future payments are made. Where the applicants were in receipt of assured income and the property tax was included in the eligibility calculation, any arrears paid are to be considered an advance and recovered as an overpayment.
- 4.12 Applicants who qualify for AI may receive assistance with the cost of funeral and burial expenses. Funeral and burial expenses shall be paid in accordance with the Schedule of

Special Needs Expenses. Where the department provides assistance for the cost of funeral or burial expenses, the department will apply for the Canada Pension Plan Death Benefit as the organization responsible for funeral expenses.

- 4.13 Funeral services will include the professional services provided by the funeral director and embalmer; facilities and equipment including the facilities for visitation for one afternoon and one evening, a chapel or a church for a service, cemetery equipment, a guest book for visitation, and two Funeral Director's Statements of Death; motor equipment including a service vehicle to deliver and remove equipment from the cemetery, a clergy or lead car to the cemetery, and a hearse to the local cemetery; and a basic grey cloth-covered casket or a replacement that is suitable to the family. At the discretion of the funeral director, and in consultation with the family, cremation services may also be provided.
- 4.14 Funeral and burial expenses for which extra costs may be covered are an oversized casket, transportation of the body from place of death when exceeding 25KM, and cemetery fees. If required, assistance may be provided for a burial shroud or clothes. In circumstances where the death occurs outside of PEI, the department may also assist with funeral home expenses at the place of death, transportation of the body to a funeral home on PEI, and a body liner or hermetically sealed pouch.
- 4.15 Where the cost of the basic funeral exceeds \$5000, the amount of assistance provided by the department will be reduced by a dollar for every dollar the cost of the funeral exceeds \$5000.

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**HISTORY:**