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| Act/Regulations Reg. 13(3), 13(5)(o) | Program | Social Assistance | |
| | Subject | Federal Income Assistance Programs | Policy #4-6 |
| Effective Date: July 1, 1994 | | Authorized by: Carol Anne Duffy | |
| Revised Date: October 22, 2013 | | Deputy Minister | |

1.0 PURPOSE

To provide information on federal income assistance programs and their impact on eligibility for social assistance benefits.

2.0 DEFINITIONS

2.1 **Applicant:** a person who applies for social assistance or a person who receives social assistance.

2.2 **Dependent:** a child under the age of 18

2.3 **Dependent Student:** a child over the age of 18 and still in school

2.2 **Federal Income Assistance Programs:** programs delivered through the Government of Canada to assist Canadian citizens in need of financial supports.

3.0 POLICY STATEMENT

3.1 An applicant and/or spouse is required to pursue all feasible sources of income including, but not limited to: wages, Employment Insurance, Canada Pension Plan, Old Age Security, Guaranteed Income Supplement, insurance claims and maintenance payments (i.e. child support or spousal support).

Where an applicant and/or spouse refuses to pursue all feasible sources of income, the Department will review eligibility and may reduce, suspend or terminate the applicant's social assistance benefits.

3.2 The Department will refer an applicant to a federal income assistance program when the Department believes an applicant may be eligible for federal benefits.

3.3 Benefits from all federal income assistance programs shall be considered as income to the applicant.

- 3.4 Benefits provided for dependents, including Canada Child Tax Benefit, Universal Child Care Benefit, and Child Disability Benefit are considered exempt from the income calculation for the applicant.
- 3.5 Benefits provided for dependent students, including Canada Pension Plan Children's Benefits are also considered an exemption from the income calculation for the applicant.
- 3.6 If actual benefits received are unable to be verified, the Department will apply the rates established by the Government of Canada and outlined on the Service Canada website (see link below).

<http://www.servicecanada.gc.ca/eng/subjects/benefits/>

4.0 PROCEDURE STATEMENT

- 4.1 The case worker will review the information provided by the applicant and determine if a referral to a federal income assistance program is required.
- 4.2 The case worker should not assume the applicant is aware of possible eligibility for federal income assistance programs.
- 4.3 Where a case worker believes an applicant may be eligible for a federal income assistance program, the case worker will require the applicant to submit an application to the federal income assistance program and return to the Social Assistance office once their eligibility is determined. Social Assistance benefits may be provided in the interim.

5.0 REFERENCES

For a complete list of federal income assistance programs, including eligibility requirements and benefit rates, please refer to: <http://www.servicecanada.gc.ca/eng/subjects/benefits/>

Policy 3-1 Eligibility - General
Policy 4-4 Income Exemptions
Policy 4-5 Income - Dependents at School

HISTORY:

October 22, 2013 - Editorial and format changes; now includes Service Canada web address where federal income assistance program, their eligibility requirements, and benefit rates can be found