



<i>Supports for Persons with Disabilities Act</i>	<b>Program</b>	<b>AccessAbility Supports</b>	
	<b>Subject</b>	<b>Delegation of Authority</b>	<b>Policy #</b> 5.2
<b>Effective Date: April 1, 2021</b>		<b>Authorized by:</b>	
<b>Revised Date:</b>		<b>Deputy Minister David Keedwell</b>	

**1.0 PURPOSE**

1.1 To identify the level of decision making authority that the Director of Social Programs delegates to the employees of the AccessAbility Supports (AAS) program under the *Support for Persons with Disabilities Act* and regulations.

**2.0 DEFINITIONS**

- 2.1 **Applicant:** a person who applies for or on whose behalf an application is made for AAS.
- 2.2 **Capability Assessment:** a systematic process for determining strengths and identifying potential support needs for applicants with a disability.
- 2.3 **Recipient:** a person who is provided AAS benefits and includes a person whose benefits have been suspended but not cancelled.
- 2.4 **SBAR:** a structured communication document that enables information to be transferred in a focused and consistent manner. SBAR is an acronym for Situation, Background, Assessment, and Recommendation.

**3.0 POLICY STATEMENT**

- 3.1 For the purposes of this policy use of the word applicant is inclusive of recipient.
- 3.2 The Director of Social Programs shall define the level of decision making authority of AAS employees to approve exceptions to the applicant’s funding level as determined by the Capability Assessment.
- 3.3 All AAS employees are required to work within the parameters of their job description and scope.
- 3.4 In exercising this authority, employees are responsible for their actions and are accountable for their decisions.

**4.0 PROCEDURE STATEMENTS**

- 4.1 AAS Supports Coordinators, Supervisors and Manager are required to follow decision making criteria when requesting an increase to the applicant’s funding support when it exceeds the applicant’s funding level as determined by the Capability Assessment.
- 4.2 AAS Supports Coordinators can approve funding supports that do not exceed the applicant’s assessed funding levels and are within the scope of policy.

- 4.3 If funding supports are required that exceed the applicant's assessed funding level, an SBAR document must be completed by the AAS Supports Coordinator to elevate the request for further discussion and decision to the AAS Supervisor, Manager and/or Director.
- 4.4 Approval of funding supports above an applicant's assessed funding level are only approved in exceptional circumstances after all other funding sources and/or natural supports have been explored and the additional supports are required to:
- Ensure the safety of the applicant, or
  - Stabilize and/or prevent a breakdown in the applicant's current housing/living situation.
- 4.5 The AAS Supervisor has the authority to approve the following as long as their ISM signing authority is not exceeded:
- Support that is necessary in exceptional circumstances and is no more than 25% higher than the applicant's assessed funding level:  
  
E.g. clients assessed funding level = \$1,200, Supervisor can approve up to \$300 above funding level (25%) or to a maximum of \$1,500; or
  - Support is urgent and approval is time limited (three months maximum) with an identified review date and is no more than 50% higher than the applicant's assessed funding level:  
  
E.g. clients assessed funding level = \$1,200, Supervisor can approve up to \$600 above funding level (50%) or to a maximum of \$1,800 for three months; or
  - Support for a maximum of two extensions (six months maximum) on prior approved urgent and time limited requests that are no more than 50% higher than the applicant's assessed funding level provided the applicant's situation remains unchanged and there is no change to the funding request.
- 4.6 The AAS Manager has the authority to approve the following as long as their ISM signing authority is not exceeded:
- Support that is necessary in exceptional circumstances and is no more than 50% higher than the applicant's assessed funding level:  
  
E.g. clients assessed funding level = \$2,400, Manager can approve up to \$1,200 above funding level (50%) or to a maximum of \$3,600; or
  - A request to move a Supervisor's previously approved urgent and time limited request to a permanent status provided it is no more than 50% higher than the applicant's assessed funding level.
- 4.7 Any request to provide financial support for an applicant that exceeds the delegated authority of the AAS Supervisors or Manager or their ISM signing authority must be approved by the Director of Social Programs.