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PURPOSE

1. To purchase or repair essential appliance or furniture items.

PRINCIPLE

2. Some appliances and furniture items are more necessary than others for daily living.

3. Applicants are expected to explore family and other resources for such items of need.

4. Budget limitations require that repairs and purchases be limited to items of real need.

5. Social Assistance offices may elect to implement a system that will help determine priorities for approval.

POLICY

6. The purchase or repair of an item of furniture or major appliance may be authorized where that item is essential to the health, safety or well-being of the applicant.

7. Except in providing mattresses, only second-hand purchases, or an allowance equal to the cost of a second-hand purchase, shall be authorized, unless new items can be obtained in the same price range or unless health or safety would be jeopardized by waiting until a second-hand item is available. (e.g. crib).

8. The purchase of appliances shall be normally limited to ranges, refrigerators and washing machines.

9. Essential furniture items may include bed or box spring and mattress, chest of drawers, kitchen table/chairs, and living room sofa/chair.

10. Items not considered essential include televisions, dishwashers, dryers, microwave ovens, dining room furniture or bedroom accessory furniture.

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11. Repairs of essential items may be allowed where the worker considers the repairs are warranted, and the cost reasonable.

PROCEDURE

12. All items must be pre-authorized by worker or appropriate designated authority before purchase commitments are made. Unauthorized emergency repairs made after hours may be approved by the Department. The reason for prior authorization is to prevent the client from committing to a purchase that will not be supported by the Department.

13. The applicant is expected to obtain estimates for items of repair, or a list of available items for price comparison when requesting an authorization to purchase.