

<i>Act/Regulations</i> <i>Social Assistance Act Reg. 19(15)</i> <i>Supports for Persons with Disabilities Act Gen. Reg. 48</i>	Program	Social Assistance, AccessAbility Support	
	Subject	Furniture and Appliances	<i>Policy #</i> SA 6.10 AAS 3.7.3
Effective Date: SA April, 1986 AAS March 26, 2019		Authorized by: Deputy Minister David Keedwell	
Revised Date: September 4, 2021			

1.0 PURPOSE

- 1.1 To provide financial support to applicants of Social Assistance (SA) or Assured Income (AI) to purchase or repair furniture and appliances necessary for daily living.

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:** a component of AccessAbility Supports (AAS) that provides monthly financial supports to eligible applicants with disabilities to use towards securing basic needs.
- 2.3 **Established Rates:** a rate of financial assistance established by the Lieutenant Governor in Council under the *Social Assistance Act* and the *Supports for Persons with Disabilities Act*.
- 2.4 **Overpayment:** a cash and/or material benefit which an applicant was not entitled to receive or an advance of funds to assist in securing or preventing the loss of living accommodations or basic utilities.
- 2.5 **Recipient:** a person who is provided SA or AI and includes a person whose SA or AI has been suspended but not cancelled.
- 2.6 **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.

3.0 POLICY STATEMENT

- 3.1 For the purposes of this policy, use of the word applicant is inclusive of recipient.
- 3.2 The purchase or repair of an item of furniture or appliance may be supported where the item is essential to daily living.

- 3.3 Applicants are expected to explore family and other resources to purchase or repair essential items of furniture or appliances, whenever possible. Funded support is intended to supplement the natural supports available to the applicant.
- 3.4 Furniture or appliance purchases will be pre-approved, whenever possible, by the department prior to purchase. Repairs of essential items may be approved in situations where the repair proves to be cost-effective.
- 3.5 Applicants may receive funding in an amount not exceeding the established rates for the purchase or repair of essential furniture or appliances, which may include:
- bed;
 - car seat;
 - crib;
 - crib mattress;
 - dresser;
 - kitchen table and chairs;
 - living room couch and chair;
 - mattress/box spring;
 - stove;
 - refrigerator;
 - washing machine.
- 3.4 The cost for essential furniture and appliances will be paid in accordance with the *Schedule of Special Needs Expenses* (attached). Consideration may be given to other items in exceptional circumstances and requires approval from the program supervisor or manager.

4.0 PROCEDURE STATEMENT

- 4.1 Furniture and appliance purchases or repairs up to the established rate per individual item will be preauthorized by the Supports Coordinator prior to purchase, whenever possible. Where an applicant is requesting an appliance repair, the applicant is responsible to obtain an estimate. Where an emergency repair situation occurs outside of office hours without approval, the repair may be supported by the Department.
- 4.2 Applicants will be reimbursed for purchases and repairs, whenever possible. Consideration may be given for advance payments where the Supports Coordinator deems it appropriate.
- 4.3 Where an applicant is advanced funds for a furniture or appliance purchase or repair, the applicant is responsible to submit a receipt within 30 days. Applicants who do not provide a receipt may be required to reimburse the department for the cost, please see Policies related to all Social Programs - 2.2 Recovery of Overpayments.

- 4.4 Supports Coordinators are responsible to review the applicant's electronic file to assess the applicant's eligibility for the furniture or appliance request. Where the applicant's request is approved, the Supports Coordinator will document the purchase details in the explanation field of the client financial window, and in the adjudication remarks in the applicant's electronic file, including the item purchased, total cost, and for whom the purchase was made.
- 4.5 Applicants are responsible to provide receipts for reimbursement. Receipts must include the following information:
- Name and contact information of the vendor/seller;
 - Date of purchase or repair;
 - Details of purchase or repair;
 - Cost of purchase or repair.

5.0 ATTACHMENTS

- 5.1 Schedule of Special Needs Expenses

HISTORY:

September 4, 2021: Editorial, content, and format changes. Now applies to Social Assistance and AccessAbility Supports. Replaces AccessAbility Policy 3.7 - Special Needs, section 4.6. Schedule of Special Needs Expenses has been attached to the policy and established rates created.

SCHEDULE OF SPECIAL NEED EXPENSES

ITEM	APPROVED RATE
Bed/Mattress/Box Spring	Up to a maximum of \$200 single Up to a maximum of \$300 double
Car Seats	Up to a maximum of \$90
3 in 1 Car Seats	Up to a maximum of \$120
Cribs	Up to a maximum of \$200
Crib Mattress	Up to a maximum of \$50
Dresser	Up to a maximum of \$60
Table/Chairs	Up to a maximum of \$200
Sofa & Chair/Futon	Up to a maximum of \$175
Stove	Up to a maximum of \$400
Refrigerator	Up to a maximum of \$400
Washer	Up to a maximum of \$250 second-hand Up to a maximum of \$400 new