

<i>Act/Regulations</i> <i>Social Assistance Act Reg.</i> <i>17(1)(a)(b)</i> <i>Supports for Persons with a</i> <i>Disability Act Gen. Reg. 40(1)</i>	Program	Social Assistance, AccessAbility Supports	
	Subject	Shelter Rates – Rents and Mortgages	Policy # SA 5.3 AAS 6.3
Effective Date: SA June 1, 1994 AAS March 26, 2019 Revised Date: July 1, 2023		Authorized by: Deputy Minister Teresa Hennebery	

1.0 PURPOSE

1.1 To provide financial support for shelter costs to eligible applicants of Social Assistance (SA) and Assured Income (AI) residing in rented or owned accommodations.

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 **Co-applicant:** the spouse of an applicant, and includes a person who, although not married to the applicant, lives with the applicant as if they were married.

2.4 **Owned Accommodations:** an applicant's principal residence owned by the applicant or co-applicant for which the shelter cost is defined as a mortgage, lot rental, heat, electricity, and property taxes.

2.5 **Principal Residence:** the primary dwelling of an applicant.

2.6 **Recipient:** a person who is provided SA or AI and includes a person whose SA or AI has been suspended, but not cancelled.

2.7 **Rental Accommodation:** an applicant's principal residence, not owned by the applicant or co-applicant, for which shelter costs are defined as rent, heat, and electricity.

2.8 **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 An applicant living in rented or owned accommodations is eligible to receive financial benefits for shelter costs according to Schedule of Allowable Shelter Rates (attached).
- 3.3 Shelter benefits issued by the Department will not exceed the allowable shelter rates. Where an applicant's actual shelter costs are greater than the allowable shelter rate, the applicant is responsible to pay the additional costs, except as in circumstances described in SA policy 5.1 Shelter, section 3.3, and AAS policy 3.4.1, section 3.3.

4.0 PROCEDURE STATEMENT

- 4.1 The Supports Coordinator will confirm the applicant's living arrangement, address, and shelter costs upon application and at minimum once every 12 months as part of the annual review or when a change in circumstances occurs.
- 4.2 Applicants residing in rental accommodations are responsible to submit a rental or lease agreement, or a completed Confirmation of Residency form (attached) to the Department. Documentation for verification of a rental payment must include the landlord's name, address, phone number, address of the rental unit, and rental amount paid within the previous 45 days.
- 4.3 Applicants residing in owned accommodations with an outstanding mortgage are responsible to submit verification of a mortgage expense to the Department. Documentation for verification of a mortgage payment must be a copy of the mortgage statement document in the applicant's name. If a mortgage notification reflects dual ownership, where possible, documentation must be provided to demonstrate an explanation.
- 4.4 Where an applicant is responsible for shelter costs including heat, electricity, lot rental, or property taxes, the applicant will submit verification of payment to the Department.
- 4.5 Where an applicant has fuel provided directly through the Department's fuel tender, the Supports Coordinator will request verification of the applicant's fuel consumption and average monthly cost from administration and will enter the average monthly cost as an expense on the applicant's electronic file.

5.0 ATTACHMENTS

- 5.1 Schedule of Allowable Shelter Rates
- 5.2 Confirmation of Residency

HISTORY:

July 1, 2021: Editorial, content, and format changes. Shelter rates have increased and moved to the Schedule of Allowable Shelter Rates. Social Housing Units policy statements have been removed. Confirmation of Residency document has been added.

July 1, 2023: Policy numbers have been updated from SA policy 5.1.1 to SA policy 5.3 and AAS policy 3.4.2 to AAS policy 6.3.

Schedule of Allowable Shelter Rates

Family Composition		1 Bdr	2 Bdrs	3 Bdrs	4 Bdrs	5+ Bdrs
1 Adult, 0 Children	2 Adults, 0 Children	\$850				
1 Adult, 1 Child	2 Adults, 1 Child		\$1000			
1 Adult, 2 Children	2 Adults, 2 Children			\$1,168		
1 Adult, 3 Children	2 Adults, 3 Children				\$1,241	
1 Adult, 4+ Children	2 Adults, 4+ Children					\$1,292

Confirmation of Residency

Confirmation of Residency	
To be completed by the Applicant	
	Telephone No.: _____
Client Name:	_____
Client Mailing Address:	_____ _____
Residential Address: <i>(If different from Mailing Address)</i>	_____ _____
If you are sharing accommodations, please list your roommate(s):	
	_____ _____
Client Signature _____	Date _____
To be completed by the landlord	
Landlords Name: _____	Telephone No.: _____
Landlords Address:	_____ _____
Rental Information	
1. Type:	<input type="checkbox"/> House <input type="checkbox"/> Apartment <input type="checkbox"/> Family <input type="checkbox"/> Room <input type="checkbox"/> Room & Board
2. # of Bedrooms:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
3. Monthly Costs: _____	Security Deposit: _____
4. Date Rented: _____	Type of Heat: _____
5. Included in Rent:	<input type="checkbox"/> Heat <input type="checkbox"/> Electricity <input type="checkbox"/> Stove <input type="checkbox"/> Fridge <input type="checkbox"/> Furniture <input type="checkbox"/> Laundry
I DECLARE THAT THE INFORMATION PROVIDED IS TO THE BEST OF MY KNOWLEDGE TRUE AND COMPLETE	
Landlord's Signature _____	Date _____