

**Income Support Employment Stability Pilot
Employment Stability Assistance**

Intent:	To provide guidance on Employment Stability Assistance as a means of addressing a financial emergency and preventing increased Income Support reliance.
Act: (if applicable)	9.(2) In providing programs under subsection (1), the minister may provide for pilot projects, demonstration projects and innovations in income and employment support programs and services in all or part of the province.
Regulations:	N/A
Overview: (if applicable)	<p>The goal of the Income Support Employment Stability Pilot is to assist recipients to improve self-reliance through new and enhanced initiatives that support and encourage increased labour market attachment.</p> <p>Employment Stability Assistance provides financial support for an urgent need that allows recipients to maintain employment and prevent full re-attachment to Income Support benefits.</p>
Policy:	<ul style="list-style-type: none"> • A benefit of up to \$1000 may be provided to recipients who are at risk of losing their jobs due to financial circumstances. These recipients may be receiving a supplement to their earnings or may be fully employed and no longer receiving regular Income Support benefits. • When a recipient requests any assistance outside of regular Income Support benefits, the Client Services Officer (CSO) may use this benefit to address the urgent need. • To qualify, individuals: <ul style="list-style-type: none"> ○ must be current recipients of Income Support who are receiving a supplement to their employment income; or ○ must be previous recipients of Income Support (i.e. having received regular benefits within the last 24 months), who left the system due to excess employment income and have been continuously employed since that time; and ○ must demonstrate that an urgent financial need exists, with potential to cause termination of employment; and ○ must not have their own financial resources available to cover the cost.

- The benefit may be provided as required up to a total of \$1,000 in a 12 month period.
- Examples of one time urgent needs where the benefit may be utilized include (but are not limited to) the following:
 - Vehicle repairs, insurances or registration (if the vehicle is required to access employment)
 - Equipment that is required for employment (not provided by the employer or available through Employment and Training Programs)
 - Licensing and/or union fees (not provided by Employment and Training Programs or not considered an allowable exemption by Income Support)
 - Training required to maintain employment (not provided by Employment and Training Programs)
 - Other urgent financial needs which have to be addressed to maintain employment, as approved by the Client Services Manager (CSM)

- Procedure:**
- CSOs will work with recipients, former recipients, Employment and Training Programs staff and/or community partners to assess the urgent financial need to determine:
 - how the current circumstance presents an impediment to continuing with employment;
 - if the individual has their own financial resources available to help remedy the current situation;
 - what is required to address the current situation and where possible, discuss necessary measures to prevent a similar situation in the future.
 - If the individual is still receiving a supplement to their employment earnings, all other potential assistance from Income Support should be considered prior to requesting Employment Stability Assistance.
 - Once the CSO determines that an urgent need exists and that there are no other financial resources available, the following documents must be provided by the recipient to qualify for Employment Stability Assistance:

- verification of current employment, including the start date (if it is not already on file).
- Written/verbal confirmation from the recipient of the urgent need
- three quotes to be submitted for when a product or service is required (exceptions to be approved by the CSM).
- A written recommendation (e.g. CAPS note), along with supporting documentation should be provided to the CSM for approval.
- Funds can be issued up to \$1,000 in a 12 month period under CAPS requirement "Employment Stability Pilot- Employment Stability Assistance".

Authority Level: Client Services Manager

Date revised: November 2, 2023
