

## Chapter 5: Basic Benefits

### (i) Individual Benefits Under 21

<b>Intent:</b>	To describe the eligibility criteria for basic Income Support (food, clothing and/or shelter) or special needs and/or health related items single adults under 21 years of age.
<b>Act:</b> (if applicable)	N/A
<b>Regulations:</b>	
<b>Overview:</b> (if applicable)	N/A
<b>Policy:</b>	<ul style="list-style-type: none"> <li>• Single applicants must be at least 18 years old to apply for Income Support.</li> <li>• Normally, single applicants under 18 are the responsibility of a parent or guardian until the end of the month of their 18<sup>th</sup> birthday.</li> <li>• If parents are in receipt of Income Support or the youth is receiving benefits through some other program such as Youth Services, the payments from that source will continue until the end of the month in which they turn 18. Income Support benefits will begin the following month.</li> <li>• When a youth is transitioning from In-care/Youth Services, Income Support can accept their applications in the month prior to their 18th birthday, but benefits are only provided once the 18th birthday has been reached and the other funding sources have terminated.</li> <li>• Individuals not in receipt of the benefits noted above are eligible to be considered upon their 18 birthday.</li> </ul>

- All single applicants who are without barriers to employment should demonstrate what efforts they are making to pursue such opportunities.
- Applicants who have a physical, intellectual, social or mental barrier or impairment must provide verification from an [approved professional](#) of an existing condition that limits their pursuit of employment or training
- Single pregnant applicants over 18 are considered employable until 8 weeks before delivery, unless verification from an [approved professional](#) is obtained indicating there is a medical impairment to employment or training. Eligibility for Income Support will be based on the above criteria. These individuals will be referred to the [Prenatal Early Child Nutrition Supplement](#) for additional financial and other support.
- Applicants/recipients who are pursuing **post-secondary education** must apply for [Student Aid](#). The student loan program will provide an amount of support for living expenses.
- **Note:** Single applicants/recipients enrolled in [Student Aid](#) eligible post-secondary training do not qualify for Income Support benefits.

#### **Applicants under 18 Years of Age**

- Single applicants under 18, (including pregnant applicants and single parents under 18) unable to live with their family must be referred to Youth Services for an assessment and a case plan based on the range of available services.
- Other individuals under 18 who apply and are in a relationship should be assessed under the [Youth in Conjugal Relationships](#) policy.

#### **Applicants over 18 and under 21 Years of Age - No Barriers or Impairments to Employment**

- **Not Attending High School**
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**Living with Relatives**

- Single employable applicants over 18, but under the age of 21 years living with relatives, must provide verification of the income of their parents in order to determine their eligibility for Income Support.
- Single employable applicants can be considered for Income Support if the applicant's parent(s) are:
  - in receipt of Income Support, or
  - in receipt of the Newfoundland and Labrador Child Benefit (NLCB), or
  - their gross income in the previous year was less than the maximum income threshold for the NLCB (based on the previous year's Notice of Assessment).
- These applicants should be referred to Employment Services to access employment or training options that may be available.

**Living With Non-Relatives/Maintaining Own Home**

- Single applicants over 18 but under the age of 21 living on their own or with non-relatives may apply for Income Support in their own right by completing the required application and providing evidence or documentation to substantiate their application.

- **Attending High School**

**Living with Relatives**

- If the family is in receipt of Income Support, the dependent student will be included in the parental allowance while attending high school. In addition, the family will be eligible for the [High School Incentive Allowance](#).
  - If the family is not in receipt of Income Support but their income falls below the maximum income threshold of the [Newfoundland and Labrador Child Benefit \(NLCB\)](#), the applicant is eligible to apply for Income Support as an independent adult.
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- In these situations the applicant is eligible to receive the amount specified in [Regulation 14 \(2\)](#).
- If the family is not in receipt of Income Support and the family income is above the maximum income threshold of the NLCB, the applicant is not eligible for Income Support as an independent adult.

### **Living With Non-Relatives/Maintaining Own Home**

- Single applicants over 18 but under the age of 21 living on their own or with non-relatives may apply for Income Support in their own right by completing the required application and providing evidence or documentation to substantiate their application.

### **Applicants over 18 with Barriers or Impairments to Employment**

- Single applicants over 18 with a physical, developmental or mental barrier or impairment limiting their pursuit of employment or training as defined by an [approved professional](#), may apply for Income Support in their own right.
- These applicants may be referred to Employment Services to access employment or training opportunities available to them.

### **Applicants Over 21 refer to [Families and Single Persons 21 and Over](#)**

### **Applicants Transferring from In-care/Youth Services Programs:**

- Applicants who have been receiving support for residential and other services from other programs of CSSD, may be eligible for Income Support benefits at the beginning of the month following their 18 birthday.
  - These applicants may be entitled to receive the same level of financial support previously received, providing that it falls within Regulations and a service plan has been completed outlining and addressing one or more of the following areas:
    - the individual is deemed to have special needs,
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- living outside the parental home is in the best interest of the individual, and
- maintaining the present living arrangement/current financial support ensures stability while they continue in their established case plans.

### Procedure: Under 18 years of Age

- Direct the young applicant to Youth Services for financial assistance.
  - Youth Services will complete a thorough assessment based on the individual's needs and develop a case plan, as per the range of available services.
  - If requested, contact the Youth Services and set up an appointment on behalf of the under aged applicant, if appropriate.
- Refer to Employment Services for a thorough assessment.
- Refer pregnant applicants to the [Prenatal Infant Nutrition Supplement](#) for additional financial support and services.

### Applicants 18 - 21 years of Age

Determine if the applicant has a barrier or impairment (i.e. intellectual or physical disability, mental illness, or other barrier) limiting their pursuit of employment or training.

- **Impairment/Barrier to Employment/Training**
  - Obtain verification from an approved professional before Income Support can be considered.
  - Consult with the Client Services Manager/Regional Manager when considering a social impairment/barrier. When determining eligibility for the Special Needs Board and Lodging, the following factors should be considered:
    - age and education,
    - employment/training history,

- family circumstances,
- community/district employment situation,
- any prior medical/social problems,
- present living arrangements,
- alcohol or substance abuse,
- habitual conflict with the law, and/or
- other social impairments.

- Determine eligibility for Income Support based on the needs and financial resources of the applicant ([Determining Eligibility Families and Singles 21 and Over](#)).
- If the applicant is attending high school and the parent(s) is/are in receipt of Income Support, the 18 year old has the option of applying in their own right or it may be more advantageous to include the individual on the parent's Income Support benefits as a dependent student.
- KIV these cases every three months to ensure the dependent student is attending high school.
- Refer to Employment Services for a thorough assessment.
- KIV these cases regularly to ensure the applicant is pursuing training and/or employment.

- **No Impairment/Barrier to Employment/Training**

If there is no impairment, determine if the applicant is in high school/post-secondary.

**Attending High School**

**Living with Relatives**

If living with relatives, advise the applicant that he/she is not eligible to apply in his or her own right, but the parent(s) must apply on his/her behalf.

- If parents are in receipt of Income Support, request verification of high school attendance.
- If in high school and living with parents, include the applicant as a dependent student on the parent's Income Support benefits. These families are eligible

for the [High School Incentive Allowance](#) for the dependent student.

- KIV these cases every three months to ensure the dependent student is attending high school.
- Verify the parental income, (if the parent(s) is/are not in receipt of Income Support
- If the parental income falls below the maximum income threshold of the [Newfoundland and Labrador Child Benefit \(NLCB\)](#) advise the applicant to apply in his/her own right.
- KIV these cases every three months to ensure the dependent student is attending high school.
- Refer the dependent student to Employment Services to have a thorough assessment completed.

#### **Living with Non-Relatives/Maintaining Own Home**

- If living with non-relatives or maintaining their own residence, an applicant can apply in their own right.
- KIV cases regularly to ensure that applicants are pursuing training and/or employment.
- Refer to Employment Services for a thorough assessment.

#### **Not in High School**

##### **Living with Relatives**

- Applicants 18 – 21, who are living with relatives and have no impairment to employment/training, CSO must determine if parental income falls below the maximum income threshold of the [Newfoundland and Labrador Child Benefit \(NLCB\)](#) in the previous calendar year, or that the parent is in receipt of Income Support.
  - If the parents refuse to provide the financial information, then eligibility cannot be established and the applicant is not entitled to Income Support benefits.
  - If parental income (gross income including Income Support payments) is greater than the maximum income threshold of the [Newfoundland and Labrador Child Benefit \(NLCB\)](#) in the previous calendar year, or
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the parent is not in receipt of Income Support, or the parents are not in receipt of the NLCB,

- advise the applicant he/she is not eligible for Income Support and of his/her right to appeal.
- If parental income is less than the maximum income threshold of the [Newfoundland and Labrador Child Benefit \(NLCB\)](#) in the previous calendar year, or the parent is in receipt of Income Support or the NLCB, process the application based on the needs of the applicant.

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- Refer the dependent student to Employment Services for a thorough assessment.

#### **Living With Non-Relatives/Maintaining Own Home**

- If living with non-relatives or maintaining own home, request a completed application and determine why the individual is not living with parents.
  - Refer to Employment Services for a thorough assessment.

#### **Attending Post-Secondary**

- Advise single applicants/recipients enrolled in post-secondary education that it is considered a Student Aid eligible program and they do not qualify for Income Support benefits.
  - Advise them of their right to appeal.

- **Applicants Transferred from In-care/Youth Services:**

- Set up the case in CAPS
  - Refer all cases to Employment Services for an assessment and development of an employment plan.
  - Ensure a case plan has been completed before continuing the same level of financial support previously provided.
  - Provide the level of Income Support (within the confines of the Regulations) equal to the level of
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	<p>financial support provided until the recipient's 21<sup>st</sup> birthday only if the recipient is:</p> <ul style="list-style-type: none"> <li>▪ continuing in high school, or</li> <li>▪ continuing to receive non-financial services from CSSD (i.e. counselling), or</li> <li>▪ receiving supports through Employment Services in relation to academic, training or employment services</li> </ul> <ul style="list-style-type: none"> <li>○ Review these cases on a regular basis (every one-three months) to ensure the recipient is continuing to meet at least one of the above criteria.</li> <li>○ Suspend/re-calculate the Income Support allowance if the recipient is no longer meeting the above conditions based on the general eligibility criteria outlined in the Regulations.</li> </ul>
<b>Authority Level:</b>	Client Services Officer
	Client Services Manager: Consideration of Social Impairment
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