

**Chapter 2: Eligibility**

**(iii) Determining Eligibility for Income Support**

**(a) Overview**

<b>Intent:</b>	N/A
<b>Act:</b> (if applicable)	N/A
<b>Regulations:</b>	N/A
<b>Overview:</b> (if applicable)	N/A
<b>Policy:</b>	<ul style="list-style-type: none"> <li>• Prior to making an application for Income Support and as a condition of eligibility for Income Support, a person shall pursue all other financial resources available to him or her or his/her spouse or cohabitating partner.</li> <li>• An Income Support Needs Test occurs when one encounters an income reduction, income loss, increased expense or has never had any income.</li> <li>• An application for Income Support is required from all applicants in order to determine eligibility for (a) basic Income Support and/or (b) special needs and health related items.</li> <li>• Any eligibility consideration allows a person to have liquid assets and certain income resources.</li> <li>• Certain liquid assets have permissible limits, for example Registered Retirement Savings Plans and allowable cash on hand or in the bank.</li> <li>• There are three categories of income: exempt, partially exempt and non-exempt income.             <ul style="list-style-type: none"> <li>○ <b>Exempt income</b> is income that does not impact eligibility for Income Support benefits such as GST rebates.</li> </ul> </li> </ul>

- **Partially exempt income** is income for which the Department provides exemptions. Examples include basic exemptions on earnings and expenses incurred while working and exemptions on a portion of the money earned by those who are providing board and lodging to a non-relative.
  - **Non-exempt income** is income where no exemptions are permitted. Sources of income such as Employment Insurance are deducted dollar for dollar from the monthly requirements.
- Monthly requirements are based upon an "up to" amount for basic benefits such as food, clothing, shelter etc., and any additional supplementary benefits, i.e. vision care, to which an individual may be entitled upon assessment of specific criteria.

**Basic Income Support is determined as follows:**

- [The Income Support Needs Test](#) compares the resources (income and assets) against the requirements of the applicant prior to the date of application and determines eligibility based on the request.
  - If the request is for basic Income Support, the Income Support needs test uses an assessment tool which considers the resources (income and assets) and the requirements of the applicant in the 30 days previous to the date of application. Please refer to the following sections of the manual, as applicable, for further specifics:
    - [Determining Eligibility - Single Persons Under 21](#)
    - [Determining Eligibility - Families and Single Persons 21 and Older](#)
  - If the applicant is deemed ineligible on that date, the Client Services Officer can determine a date when the applicant may be eligible for Income Support benefits, providing no new income is received.
  - This process is used for all applicants applying for full basic Income Support benefits or a supplement to their income.
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	<p><b>Eligibility for Special Needs and/or Health Related Items is determined as follows:</b></p> <ul style="list-style-type: none"> <li>• The Income Support needs test uses an assessment tool which considers the resources (income and assets) and the requirements including the cost of the requested item(s), i.e. vision care, for the 30 days prior to the date of application. This determines if an applicant is eligible for a contribution towards the cost of the requested item(s) or for the full amount of the requested item(s).</li> <li>• For further specifics please refer to <a href="#">Determining Eligibility - Families and Single Persons 21 and Older</a>.</li> </ul>
<b>Procedure:</b>	N/A
<b>Authority Level:</b>	N/A
<b>Date revised:</b>	October 4, 2023