

Chapter 2: Eligibility

(iii) Determining Eligibility for Basic Income Support

(d) Responsibility of Applicant/Recipient

Intent:	To identify the responsibilities of the applicant or recipient in relation to Income Support eligibility.
Act: (if applicable)	N/A
Regulations:	<p>Responsibilities of applicant or recipient</p> <p>7. (1) An applicant or recipient shall immediately report to an officer any circumstances which may affect the applicant's or recipient's eligibility for income support, including:</p> <ul style="list-style-type: none"> (a) change of address; (b) change in living arrangements; (c) change in marital or cohabitation status; (d) change in the circumstances of any dependents; (e) change in income, liquid assets, real property or assets; (f) absence from the province of the applicant, recipient or his or her dependents; (g) change in the reason for the application for income support; (h) receipt of a liquid asset; (i) sale or transfer of assets, including any real property; (j) change in expenses incurred in earning income; (k) any other circumstances that the minister may determine. <p>(2) An officer may deny, vary, suspend or cancel income support where a circumstance referred to in subsection (1) has been confirmed and shall notify an applicant or recipient in writing of that action and shall inform the applicant or recipient of his or her right to request an internal review of that action and pending the outcome of the internal review, of his or her right to appeal under the authority of the Act and these regulations.</p> <p>Determining eligibility of an applicant</p> <p>9. (1) A person shall, in accordance with section 13 of the Act, pursue all other financial resources available to him or her or his or her spouse or cohabiting partner as a condition of eligibility for income support.</p>

	<p>Review of eligibility</p> <p>29. The amount of income support payable to a recipient shall be reviewed by an officer periodically in order to determine the continued eligibility of the recipient and may also be reviewed at the request of the recipient.</p>
<p>Overview: (if applicable)</p>	<p>N/A</p>
<p>Policy:</p>	<p>(100) Completion of an Accurate Application</p> <ul style="list-style-type: none"> The Application for Income Support is to be completed in full by the applicant and spouse where applicable. The signed declaration provides confirmation that the answers must be true to the best of the applicant’s knowledge and identifies the requirement to report any change in client circumstances. <p>"I/we declare that the information and answers given to the questions on this Application are true to the best of my/our knowledge. I/we understand that this information will be used to determine eligibility for Income Support and/or to obtain Employment Services, and may be subject to verification by Departmental staff.</p> <p>I/we agree that all changes in circumstances are to be reported to a Client Services Officer at the Office for my region immediately, including changes in income, family size, living arrangements, etc.</p> <p>I/we understand that knowingly making false and misleading statements is an offence. Persons making false declarations may be subject to prosecution."</p> <ul style="list-style-type: none"> In addition to this form, applicants are responsible to provide all supporting documentation as requested in order to have the application assessed. <p>(200) Requirement to Report and Change in Circumstances</p> <ul style="list-style-type: none"> As part of the application process for Income Support benefits, applicants (and recipients upon review of their benefits) are required to sign the Rights, Responsibilities and

Client Consent form and retain one copy for their records. The document outlines the following statement:

I agree to report to the Department any changes in my circumstances, or the circumstances of my family (spouse, common-law spouse, children or dependent students) as this may affect eligibility and rates of assistance.

I understand that excess payments can result from a failure to report changes in circumstance. This failure to report could mean that I will not get increases in my benefits or I might have to pay back money I received over the allowable amount. If I am in doubt as to whether a change in circumstance will affect eligibility, I agree to notify an employee of the Department. Some examples of changes in circumstances are: change in address; the receipt or expected receipt of money, goods or other assets from any source; increases or decreases in the number of dependents; a child turning 18; changes in health status; changes in marital status or changes in living arrangements.

(300) Requirement to Pursue All Other Sources of Income

- Where applicants or recipients may be eligible for any other source of income, they are required to apply for or obtain such income. This includes but is not limited to Employment Insurance benefits, spousal support, Workplace Health and Safety Compensation benefits, Canada Pension Plan benefits (with the exception of early retirement benefits available at age 60 and children's benefits) and the conversion of liquid assets (with the exception of RRSP's under \$10,000 which can be retained for a period of 90 days). Failure to apply for such benefits or access assets may result in Income Support benefits being denied or suspended.

(400) Requirement to Participate in Reviews of Eligibility

- Periodically eligibility of Income Support cases will be reviewed. In completing these reviews, recipients will be responsible for completing review documents as provided and also to submit any supporting documentation as
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	required. Failure to submit these documents may result in the interruption of benefits.
Procedure:	N/A
Authority Level:	Client Services Officer
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