

**Chapter 9: Special Needs Benefits**  
**(viii) High School Incentives Allowance**

<b>Intent:</b>	To outline eligibility criteria for the High School Incentives Allowance for individuals aged 18-21 who are attending high school.
<b>Act:</b> (if applicable)	N/A
<b>Regulations:</b>	<p>2 (d) "dependent student" means a person 18 years of age or older but under 21 years of age who lives with a relative and attends high school</p> <p>19 (1) (m) for</p> <p style="padding-left: 40px;">(i) a dependent student, or</p> <p style="padding-left: 40px;">(ii) a single person between the ages of 18 and 21 who is maintaining a household and receiving income support in his or her own right and</p> <p>who is in full time attendance at high school, an amount determined by the minister not to exceed the maximum amount for one child provided under the Canada Child Tax Benefit and the Newfoundland and Labrador child benefit;</p>
<b>Overview:</b> (if applicable)	N/A
<b>Policy:</b>	<ul style="list-style-type: none"> <li>• The <b>High School Incentive Allowance (HSIA)</b> is an additional benefit that can be provided to: <ul style="list-style-type: none"> <li>○ families in receipt of Income Support benefits who have children over 18 years of age and less than 21, living at home and attending regular school; or</li> <li>○ a single person (between 18-21 years) who is assisted in his/her own right, living in his/her own home and still attending high school.</li> </ul> </li> <li>• This initiative encourages children of families in receipt of Income Support benefits who turn 18 years of age, to obtain a high school diploma by reducing the financial burden that may occur with the loss of their child benefits.</li> </ul>

- Students who participate in distance education through the Centre for Distance Learning and Innovation (CDLI) of the Dept. of Education, or who are obtaining a high school education through a District School or the Brother TI Murphy Centre can be considered for the High School Incentive Allowance if they meet all other eligibility criteria.
- High School Incentive Allowance cannot be provided to individuals who are attending Adult Basic Education (ABE).
- This benefit cannot be provided to single parents where the parent is the high school student, couples without dependents in any accommodations arrangement, or to a single person in a board and lodging arrangement.
- The HSIA, plus the adjustment to the family/individual benefit, offsets the Canada Child Benefit (CCB) and Newfoundland and Labrador Child Benefit (NLCB) that families lose when their child turns 18 years of age.
- Youth who turn 18 during summer months and no longer qualify for CCB/NLCB are eligible for the HSIA if they plan to return to school in the fall. The CCB/NLCB and HSIA payments should not overlap. These cases should be KIV'd for verification of school attendance once school begins.
- When the department is notified in June that a youth in receipt of a High School Incentives Allowance is not returning to school in September, benefits should continue until August, and be suspended effective September 1.
- In order to receive this allowance, families/individuals have to provide verification of regular attendance at either junior or senior high school.
- The Department must be advised should an individual in receipt of the HSIA quit school.
- The HSIA is provided for 12 months/year as long as the student is in regular attendance during the school year.

**Procedure: Children Turning 18 Years Old or an 18 - 21 Year Old Returning to Regular School**

**Note:** When children turn 18 years old and the parents are in receipt of Income Support benefits, the adjustment to the Income Support allowance is made effective the 1st of the month following the month

a child turns 18. Families receive the child benefits for the month the child turns 18 years of age.

Client Services Officers:

- Obtain verification from the child's school that he/she is attending school on a regular basis.
- When verification is received:
  - suspend the current allowance,
  - change the role of the child to a dependent student on the family file,
  - adjust the family/individual benefits accordingly,
  - if required, adjust the accommodation record and the shelter requirement to reflect the new family composition (e.g. single adult rate changes to the family rate - 1 adult plus dependent student), and
  - add the HSIA to the Income Support benefits.
  - All changes are effective the 1<sup>st</sup> of the month verification is received.
- Students should be referred to a Career Development Specialist for the purpose of career planning.
- In August, the dependent student role will be removed automatically effective September 1<sup>st</sup>. Notify the recipients in writing that the HSIA has been removed from their Income Support Benefits. This results in the adjustment of Income Support benefits to the new family composition. Regions will be provided with a list of cases impacted by these changes. In some cases, it may be necessary to reassess cases manually – i.e. where the removal of the dependent adult results in the family becoming a single adult, and there is an ability to approve special needs rent for the remaining parent.
- Cases are to be reviewed in November and March, at which time verification will be required from the individual/family indicating that the student is still in regular attendance.
  - If verification is not received within 30 days of being notified, suspend the current allowance, end the role of the dependent student from the family composition, adjust the basic Income Support benefits accordingly and **do not include the HSIA.**

- If necessary, adjust the accommodation record and the shelter requirement of the Income Support benefits, as per [16 \(3\) \(b\) of the Regulations](#).
  - If the school indicates the student failed to attend classes during the current review period, the Income Support allowance is to be recalculated effective the month following the month the student stopped attending school.
  - Where the student has not been attending school, determine the overpayment amount to be set up based on ineligibility of the HSIA.
  - Notify the recipient in writing when the dependent student and/or the HSIA are removed from the Income Support benefits; and if an overpayment was created, give the reason for the overpayment and the recipient's right to appeal.
- KIV all cases when:
    - a dependent adult and the HSIA must be removed from the file as the dependent is turning 21; or
    - a single youth attending school, maintaining a home and assisted in their own right is turning 21. The HSIA must be removed.
    - verification of high school attendance is required for youth who turn 18 in the summer.

Client Services Manager/Regional Manager must:

- Generate the monthly report in CAPS that identifies all cases when a child is turning 18.
- Ensure that the families identified in the report:
  - are notified in writing that their allowance will change as a result of their child turning 18 years old,
  - are provided information regarding HSIA, and
  - when the child is still in school and is turning 18, obtain verification from the school as soon as possible so benefits can be adjusted.

**Authority Level:** Client Services Officer

**Date revised:** June 15, 2023