

**Chapter 7: Transportation Benefits**  
**(iii) Household Moving and Storage**

<b>Intent:</b>	To provide information for applicants/recipients who require transportation because they have to move from their current accommodations.
<b>Act:</b> (if applicable)	N/A
<b>Regulations:</b>	19 (5) (a) for transportation, an amount determined by the prevailing commercial rates
<b>Overview:</b> (if applicable)	N/A
<b>Policy:</b>	<ul style="list-style-type: none"> <li>• Program Supervisor/Regional Manager must establish acceptable practices and rates to be paid within the local communities served by the appropriate district and between adjacent communities.</li> <li>• Transportation costs to move furniture by the most economical arrangement can be considered when it is necessary for a recipient to move because of safety, inadequate housing, excessive heating costs or medical reasons.</li> <li>• The recipient must obtain approval of transportation costs prior to the move and provide an invoice from the person or company who provided the transportation and/or is storing the furniture.</li> <li>• Transportation to move furniture because of an eviction may only be considered in an emergency situation and must be set up as an overpayment.</li> <li>• Income Support may also be provided to cover the cost of storage of household furniture in special situations, i.e. a recipient was hospitalized or institutionalized for an extended period of time.</li> </ul>

<b>Procedure:</b>	Client Services Officer must: <ul style="list-style-type: none"><li>• if a request for transportation is made due to eviction, determine if an emergency situation exists;</li><li>• advise recipient, if transportation is provided because of an eviction, the amount provided for transportation will be set up as an overpayment; and</li><li>• ensure the invoice was be signed/authorized by the recipient before payment is made.</li></ul>
<b>Authority Level:</b>	Client Services Officer
<b>Date revised:</b>	May 28, 2007