

	<b>Program</b>	<b>Housing Services</b>
	<b>Subject</b>	<b>Seniors Safe @ Home Program (SS@H)</b>
<b>Effective Date: February 10, 2015</b>		<b>Authorized by:</b>
<b>Revised Date:</b>		<b>Deputy Minister, Carol Anne Duffy</b>

## 1.0 PURPOSE

- 1.1 To assist seniors with low and moderate income with minor modifications that improve access to basic facilities or increase the physical safety of their principal residence.

## 2.0 DEFINITIONS

- 2.1 **Net annual income:** net income as defined by line 236 of the Canada Revenue Agency (CRA) T1 General - Income Tax and Benefit Return and confirmed by CRA on the applicant's current Notice of Assessment.
- 2.2 **Eligible home modifications:** items, relating to the applicant's loss of ability, which are housing related, permanently installed and improve basic facilities within the home, or increase physical safety. Portable devices are not eligible.
- 2.3 **Principal residence:** a property, owned alone or jointly with another individual, or by an individual's family member, which serves as the primary, legal dwelling of the applicant. Only one location can be designated as principal residence at any one time. The principal residence cannot be held for the main purpose of earning income. Rental properties are not considered to be principal residences.
- 2.4 **Family member:** spouse / partner, child, child's spouse, daughter-in-law, son-in-law, brother, sister, mother, father, grandparents, step-brother, step-sister, step-parents, parents-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, guardian, or ward.

## 3.0 POLICY STATEMENT

### Program Eligibility

- 3.1 Applicants must be 60 years of age or older as of the date of the application.
- 3.2 Modifications must be made to the applicant's principal residence.
- 3.3 Applicants must live in, or intend to live in, the principal residence six months plus one day per calendar year including the months of November to March each year.
- 3.4 Applicants must be a Canadian citizen or landed immigrant and a permanent resident of Prince Edward Island.
- 3.5 Applicants are eligible for a grant for the cost of eligible home modifications to a maximum

lifetime grant based on their net annual income as per Appendix A.

- 3.6 The home modifications must relate to the applicant's loss of ability as well as the health and safety of the applicant. Any modifications performed prior to the date of approval are not eligible for a grant.
- 3.7 The combined net annual income of the applicant and spouse / partner must be no greater than \$50,000.

### **Accessing the Program**

- 3.8 Applicants must complete the Application form, attach two detailed estimates for the cost of the home modification requested, and return them to the SS@H office with the current Canada Revenue Agency Notice of Assessment of the applicant and spouse / partner, if applicable. The Application form can be found online at [www.gov.pe.ca/ssh](http://www.gov.pe.ca/ssh). A Self-Assessment Guide is also available online to assist applicants in determining what modifications may improve access and increase the physical safety of their principal residence.
- 3.9 Upon receipt of an Application form, SS@H staff will contact applicants, if necessary, to obtain further information or documentation regarding the planned home modification.
- 3.10 SS@H staff will provide written confirmation to the applicant as to the approval or denial of the application. Where applications are denied, SS@H staff will provide the reason for denial.
- 3.11 An approved applicant is responsible to arrange for the home modification to be completed and to ensure the home modification meets the relevant building codes.
- 3.12 The SS@H program is not responsible for the quality of the home modification.
- 3.13 The applicant has 90 days from the date of the approval notification letter to complete the modification and submit a completed Request for Payment form with the final invoice(s) for the completed modification to the SS@H office.
- 3.14 SS@H staff may inspect the applicant's modification to ensure the approved modification has been completed.
- 3.15 Payment to the applicant or, if the applicant so wishes, to the contractor, will be made after all requirements have been met.

## **4.0 PROCEDURE STATEMENT**

### **New Applications**

- 4.1 Upon receipt of an Application form, SS@H staff records the application information in SS@H database.
- 4.2 SS@H staff reviews the database to determine if the applicant has previously accessed the program.

- 4.3 If the applicant has previously accessed the program, SS@H staff determines if there is any eligibility remaining and records the available eligibility amount. If no eligibility is remaining, SS@H staff notifies the applicant in writing that the application is denied and why.
- 4.4 SS@H staff reviews the combined net annual income of the applicant and spouse / partner. If the combined net annual income is greater than \$50,000, the applicant is notified in writing that the application is denied because of the combined net annual income level.
- 4.5 SS@H staff reviews the ownership of the property through the Geolinc system to confirm the property is registered or partially registered in the applicant's or family member's name. If the property is not registered or partially registered in the applicant's or family member's name the applicant is notified in writing that the application is denied and why.
- 4.6 SS@H staff reviews the two estimates for the cost of the home modification requested and determines whether the modification meets the program parameters and whether the cost estimates are reasonable. SS@H staff may inspect the principal residence to make this determination. If the modification requested does not meet the parameters of the program, SS@H staff notifies the applicant in writing that the application is denied and why.
- 4.7 If the modification requested meets all of the criteria for approval, SS@H staff notifies the applicant in writing of the grant amount approved. An approval letter and a Request for Payment form are sent to the applicant. The applicant is advised to complete the modification and submit the Request for Payment form and invoice(s) for the modification within 90 days of approval notification. The applicant must sign the Request for Payment form confirming that the invoice(s) submitted are for the modification requested in the application form.

### **Approved Applications**

- 4.8 SS@H staff will review approved applications monthly to determine their completion status. If an application has been outstanding longer than the 90 days by which the modification was to be completed as per 4.7, SS@H staff will telephone the applicant to determine if the modification has been completed. If a satisfactory reason is provided for modification not being completed, an extension of 30 days may be granted. If it appears that the modification cannot be completed, or has not been completed after the extension, SS@H staff shall advise the applicant in writing that approval has been cancelled.

### **Processing the Request for Payment form**

- 4.9 Upon receipt of the completed Request for Payment form and final invoice(s) from the applicant, SS@H staff confirms that invoice(s) agree with the cost estimates submitted and any variances are explained.
- 4.10 SS@H staff may complete an inspection of the modification. SS@H staff will document the results of the inspection on the Inspection and Post Inspection Report form. No payments will be made if misuse of the program funds is identified.

4.11 SS@H staff completes the coding on the Inspection and Post Inspection Report form and submits it and copies of invoice(s) and Request for Payment form to the accounts payable clerk to issue payment to the applicant, or contractor as requested on the Request for Payment form.

4.12 SS@H staff updates the status of the application in the database and identifies the file as complete.

**Attachments:**

- Application form
- Self-Assessment Guide
- Request for Payment form
- Inspection and Post Inspection Report form

**Appendix A**

**Maximum Grant based on Combined Net Annual Income**

<b>Applicant and Spouse / Partner Combined Net Annual Income</b>	<b>Maximum Grant</b>
<b>\$35,000 or less</b>	<b>\$5,000</b>
<b>\$35,001 to \$38,000</b>	<b>\$4,000</b>
<b>\$38,001 to \$41,000</b>	<b>\$3,100</b>
<b>\$41,001 to \$44,000</b>	<b>\$2,400</b>
<b>\$44,001 to \$47,000</b>	<b>\$1,700</b>
<b>\$47,001 to \$50,000</b>	<b>\$1,000</b>
<b>\$50,001 or more</b>	<b>\$0</b>