



<b>Act/Regulations</b> <b>Reg. 19(13)(a)</b>	<b>Program</b>	<b>Social Assistance</b>	
	<b>Subject</b>	<b>Special Needs: Home Maintenance &amp; Minor Repairs</b>	<b>Policy # 6-11-1</b>
<b>Effective Date: April 1, 1986</b>		<b>Authorized by: Carol Anne Duffy</b>	
<b>Revised Date: June 2, 2014</b>		<b>Deputy Minister</b>	

**1.0 PURPOSE**

1.1 To provide eligible homeowners receiving Social Assistance with financial assistance to carry out home maintenance and minor repairs.

**2.0 DEFINITIONS**

- 2.1 **Applicant:** a person who applies for or who receives Social Assistance.
- 2.2 **Homeowner:** a person who has legal title to a residence.
- 2.3 **Residence:** the primary dwelling owned by the applicant at the time of current application to Social Assistance.
- 2.4 **Home Maintenance and Minor Repairs:** work that any homeowner would need completed periodically to maintain a home in good repair and prevent more costly alterations in the future. Eligible items may include, but are not limited to: caulking, weatherstripping, exterior/interior painting, replacing door locks, hinges, minor repairs to siding, roof, furnace/flue cleaning, minor repairs/replacing of floor covering and lawnmower repairs.

**3.0 POLICY STATEMENT**

- 3.1 The Department may grant financial assistance to an applicant who is a homeowner at the established rates for the purpose of home maintenance or minor repair, where the applicant has been receiving social assistance for 12 months or more.
- 3.2 Where items of repair are covered by household insurance, the insurance coverage must be used to meet the need. However, financial assistance provided to the homeowner may be used to cover the deductible costs that apply to insured items.
- 3.3 A maximum of \$300 in a 12 month period may be provided to the homeowner.
- 3.4 The homeowner must provide documentation of clear title to the residence.

3.5 The homeowner shall provide documentation of the costs/estimate of the requested maintenance or repair.

#### **4.0 PROCEDURE STATEMENT**

4.1 The Social Assistance Case Worker shall record on the applicant's file the home maintenance or repair work requested and attach a copy of the itemized costs provided by the homeowner.

4.2 To determine eligibility, the Social Assistance Case Worker will confirm the amount that has been granted to the applicant in the previous twelve (12) months.

4.3 The Social Assistance Case Worker will issue the approved homeowner's financial assistance payment upon submission of receipt/invoice.

#### **5.0 REFERENCES**

Policy 6-11 Repairs to Property

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#### **HISTORY:**

June 2, 2014 - Changed title from Homeowner's Allowance; formatting and editorial changes.