

<b>Act/Regulations Reg. 30(1), 30(2)</b>	<b>Section</b>	<b>Social Programs</b>	<b>7</b>
	<b>Program</b>	<b>Social Assistance</b>	<b>13</b>
	<b>Instructions</b>	<b>APPLICATION/REVIEWS</b>	<b>2-3</b>
<b>Effective: February 1, 1995</b>	<b>Authorized by:</b>		<b>Page: 1 of 1</b>
<b>Revised: November 1, 2007</b>	<b>Director of Social Assistance</b>		

## **APPLICATION**

1. Any application, whether for a new applicant, an existing client where there has been a break in service, or an existing client at the time of the annual review, is a new application requiring full documentation as per Instruction 2-2.

## **REVIEWS**

2. Where the circumstances of a client who is receiving assistance are to be reviewed, the following is required:
  - (1) Annual Reviews: Are required by Regulation 30(2) and necessitate a new application in that all circumstances are to be reviewed and the documentation completed in full as per Instruction 2-2;
  - (2) Other Reviews: A new application form is required. It is necessary to reinforce with the client that he/she shall continue to have the responsibility for providing accurate and complete information. Hence, the worker shall be as thorough in conducting the review of the case as if it were a new client. The foregoing does not include those reviews which are completed for minor changes only (e.g. age changes, rental costs, utilities, etc.). In these instances, a revision to the existing application is sufficient. Supporting documentation is required, and depending on the change in circumstances, a new Financial Assistance Case Plan may need to be completed. (e.g. Addiction, work situation, etc.)

## **CROSS REFERENCE**

- 2-1 Application for Assistance - General
- 2-2 New Applications
- 2-4 Home Visits