Act/Regulations Reg. 26, 27(4)	**Section**	**Social Programs**	**7**
	Program	**Social Assistance**	**13**
	Instructions	**EMERGENCY ASSISTANCE - CREDIT/SERVICE AUTHORIZATION**	**3-13-1**
Effective: **April 1, 1986** **Revised:** **November 1, 2007**		**Authorized by:** **Director of Social Assistance**	**Page: 1 of 1**

PURPOSE

1. To provide urgently needed items.

PRINCIPLE

2. Credit/Service Authorizations (C/SA) are to be used where a delay, waiting for a cheque to be processed, would cause hardship.

3. Issuing of a C/SA should be discussed with the applicant as the use of it will identify the individual as a recipient of Social Assistance.

POLICY

4. The use of a C/SA is to help meet emergency needs. A C/SA for emergency food only does not include the purchase of tobacco products, which are not considered food or an emergency need.

5. The vendor to whom the C/SA is designated shall be the choice of the applicant. Staff are not to encourage the support of any particular vendor.

6. A C/SA is to be filled in completely, including any limitations to the C/SA value, such as an expiry date, volume, dollar value, one-time-only, etc.

PROCEDURE

7. A C/SA for emergency food must indicate "No Tobacco Purchase".

CROSS REFERENCE

3-13 Emergency Assistance