

	<b>Section</b>	<b>Social Policy Development</b>	<b>7</b>
	<b>Program</b>	<b>Social Assistance</b>	<b>13</b>
	<b>Instruction</b>	<b>POLICY INDEX</b>	<b>0-0</b>
<b>Effective:</b>	<b>Authorized by:</b>		<b>Page:</b>
<b>Revised: August 31, 2004</b>	<b>Deputy Minister</b>		<b>1 of 6</b>

**1. GENERAL**

- 1-1 Program Description
  - *Authority*
  - *General Principles*
  - *Objectives*
  - *Responsibilities*
- 1-2 Delegated Authority

**2. APPLICATION**

- 2-1 Application for Assistance - General
  - 2-1-1 Woman Abuse Protocol for PEI Financial Assistance Workers
- 2-2 New Applications
- 2-3 Re-Application/Reviews
- 2-4 Home Visits
- 2-5 Young Parents

**3. ELIGIBILITY**

- 3-1 Eligibility - General
- 3-2 Cohabitation
- 3-3 Separations
- 3-4 Minors Living Apart from Parents
- 3-5 Transient Persons

	<b>Section</b>	<b>Social Policy Development</b>	<b>7</b>
	<b>Program</b>	<b>Social Assistance</b>	<b>13</b>
	<b>Instruction</b>	<b>POLICY INDEX</b>	<b>0-0</b>
<b>Effective:</b>	<b>Authorized by:</b>		<b>Page:</b>
<b>Revised: August 31, 2004</b>	<b>Deputy Minister</b>		<b>2 of 6</b>

### **Employable**

- 3-6 Employable Persons
- 3-7 Repudiation of Employment
- 3-8 Persons on or in Support of a Strike
- 3-9 Post-Secondary Education or Skills Development Program

### **Unemployable**

- 3-10 Payments to Trustees
- 3-11 Medical Assessments - Disabled Applicants

### **Determination of Benefit/Payment**

- 3-12 Calculation of Eligibility/Benefit
- 3-13 Emergency Assistance
  - 3-13-1 Emergency Assistance - Credit/Service Authorization
- 3-14 Change in Circumstances
- 3-15 Transition to Employment

## **4. FINANCIAL RESOURCES**

### **Assets**

- 4-1 Family Resources
- 4-2 Liquid Assets - Short-Term Assistance
  - 4-2-1 Liquid Assets - Long-Term Assistance

	<b>Section</b>	<b>Social Policy Development</b>	<b>7</b>
	<b>Program</b>	<b>Social Assistance</b>	<b>13</b>
	<b>Instruction</b>	<b>POLICY INDEX</b>	<b>0-0</b>
<b>Effective:</b>	<b>Authorized by:</b>		<b>Page:</b>
<b>Revised: August 31, 2004</b>	<b>Deputy Minister</b>		<b>3 of 6</b>

- 4-3 Assets - Real or Personal Property
- 4-4 Income Exemptions
  - *Wage Exemptions/Training/Casual Income*
  - *Insurance Settlements*
  - *Trust Fund Disbursements*
  - *Self-Employment Expenses*
  - *Room & Board Expenses*
  - *Involuntary Deductions*
  - *Dependent Children at School*
  - *Student Loans*
  - *Foster Care Payments*
  - *Federal Family Allowance/Tax Credits*
  - *Victims of Crime*
  - *Windfalls or Lump Sum Payments*
  - *Divorce/Separations Settlements*
- 4-5 Income - Dependents at School
- 4-6 Federal Income Programs
  - *War Veterans*
  - *OAS/GIS*
  - *Spouses Allowance*
  - *CPP*
- 4-6-1 Current Transfer Payment Benefits
- 4-6-2 Recovery of Retroactive Payments
- 4-7 Income - Employment Insurance Penalties
- 4-8 Income - Self-Employment
- 4-9 Income - Gratuities (Tips)
- 4-10 Income - Roomers and/or Boarders

	<b>Section</b>	<b>Social Policy Development</b>	<b>7</b>
	<b>Program</b>	<b>Social Assistance</b>	<b>13</b>
	<b>Instruction</b>	<b>POLICY INDEX</b>	<b>0-0</b>
<b>Effective:</b>	<b>Authorized by:</b>		<b>Page:</b>
<b>Revised: August 31, 2004</b>	<b>Deputy Minister</b>		<b>4 of 6</b>

- 4-11 Income - Rental of Property
- 4-12 National Child Benefit Supplement

## **5. EXPENSES**

### **Basic Need Items**

- 5-1 Shelter - Rent/Mortgage
  - 5-1-1 Shelter Allowance - Rent/Mortgages
  - 5-1-2 Social Housing Rental Rates
- 5-2 Shelter - Shared Accommodation
- 5-3 Shelter - Room and Board
  - *Living with Parents*
  - *Living with Relatives*
  - *Living in Commercial Room and Board*
  - *Room and Board with Supervision/Personal Care*
- 5-3-1 Schedule of Benefits to Persons in Room and Board
- 5-4 Food Allowance
- 5-5 Utilities
- 5-6 Clothing
  - 5-6-1 Household Supplies
  - 5-6-2 Personal Requirements
  - 5-6-3 Pre-Added Budget
- 5-7 Prescription Drugs
- 5-8 Pregnancy Food Allowance

	<b>Section</b>	<b>Social Policy Development</b>	<b>7</b>
	<b>Program</b>	<b>Social Assistance</b>	<b>13</b>
	<b>Instruction</b>	<b>POLICY INDEX</b>	<b>0-0</b>
<b>Effective:</b>	<b>Authorized by:</b>		<b>Page:</b>
<b>Revised: August 31, 2004</b>	<b>Deputy Minister</b>		<b>5 of 6</b>

- 5-9 Special Diets
- 5-10 FCHP - Dependent Students Living Away from Home
- 5-11 Healthy Child Allowance
- 5-12 Local Transportation

## **6. EXPENSES**

### **Special Need Items**

- 6-1 Special Need Expenditures - General
- 6-2 Utilities - Installation and Deposit
- 6-3 Transportation
  - *Relocation*
  - *Employment Relocation*
  - *Medical*
  - *Escort - Medical*
  - *Employment/Training*
- 6-3-1 Transportation - Out-of-Province Medical Services
- 6-3-2 Transportation - Child Restraint Seats
- 6-4 Expenses Incidental to Special Care
  - 6-4-1 Medical Supplies
- 6-5 Personal Comfort Allowance
  - 6-5-1 Personal/Clothing Allowance for Residents of Anderson House
- 6-6 Housekeeping or Home Care
  - 6-6-1 Disability Allowance
  - 6-6-2 Respite Care

	<b>Section</b>	<b>Social Policy Development</b>	<b>7</b>
	<b>Program</b>	<b>Social Assistance</b>	<b>13</b>
	<b>Instruction</b>	<b>POLICY INDEX</b>	<b>0-0</b>
<b>Effective:</b>	<b>Authorized by:</b>		<b>Page:</b>
<b>Revised: August 31, 2004</b>	<b>Deputy Minister</b>		<b>6 of 6</b>

- 6-6-3 Special Resources for Supported Living
- 6-7 Optical Care
- 6-8 Dental Benefits
- 6-9 Hearing Aids
- 6-10 Furniture/Appliances - Purchase or Repair
- 6-11 Repairs to Property
  - 6-11-1 Renovations to Property
  - 6-11-2 Homeowners' Allowance
- 6-12 Expenses Incidental to Education - Dependents
- 6-13 Arrears - Shelter/Utilities
  - 6-13-1 Arrears - Property Tax
- 6-14 Burial Expenses

## **7. ADMINISTRATION/CONTROL**

- 7-1 Misappropriation of Assistance by Beneficiaries
- 7-2 Overpayments
- 7-3 Appeals
- 7-4 Case Audits
- 7-5 Prosecutions
- 7-6 Credit/Service Authorization
- 7-7 Transfer of Clients between Regions
- 7-8 Client File Transfers