



Tít'q'et Administration

P.O. Box 615
Lillooet, B.C.
VoK iVo

phone (250) 256 4118
fax (250) 256 4544

Appointment is

Date: _____

Time: _____

INFORMATION NEEDED FOR INCOME ASSISTANCE INTERVIEW

For faster processing of your Income Assistant application, please provide the listed documents and information at time of your appointment.

It does take 2 to 3 days to process a **completed application** and cheques are processed only on Tuesdays & Thursdays usually ready Wednesday or Friday. To prevent delay in processing your application, keep your appointment and bring all the following information.

Identification	<ul style="list-style-type: none"> • BC Services Card (Photo) • BCID • Driver's licence & Services Card • Secure Certificate of Indian Status • Social Insurance card (In addition to your 2 pieces of ID)
Verification of Income	<ul style="list-style-type: none"> • Up dated bank statement <i>or statement from where you chose to cash your cheque such as Money Mart</i> • Canadian Income tax statement (Notice of Assessment letter) • Pension statement showing monthly rate • WCB statement showing monthly rate • EI statement per adult showing weekly rate, start date and end date (<i>can print copy from computer when doing your cards</i>) • Wages/earnings for full month (Cheque stubs) and/or Current R.O.E. (Record of Employment) from your employer. • Any income such as Honoriums, gambling winnings etc.
Shelter Documents	<ul style="list-style-type: none"> • Mortgage Agreement (CMHC? see band housing officer) • Tenancy Profile form completed (<i>by Band housing officer</i>) • Rental Agreement (last month's receipt) • Confirmation of Residence completed & signed by Head of Household • Up to date house bills – hydro, heat, water bill, phone rental, utilities • House insurance (if you own house & it is paid in full) • Other _____ (Such as, Certificate of Possession/BCR home ownership) • List of all living in home including children
Own house	<ul style="list-style-type: none"> • Copy of Mortgage documents showing start & end date and monthly rate of payments • Copy of Certificate of Possession or other proof of ownership
Other information	<ul style="list-style-type: none"> • Current copy of Family Bonus statement

If you have any questions concerning the above requests, please call to discuss them with your Band Social Development Worker or ask during your appointment. **(See reverse)**

Please be on time for your appointment.

Webpage: www.titqet.org

Basic Income Assistance

Income assistance is **temporary** funds to assist with basic needs of food and shelter until one is able to regain financial independence. (For example: For Single person with Basic Needs of \$235.00 per month = to \$7.58 per day of income) Also the program is income tested, meaning you must prove need for assistance. When calling to make an appointment please keep in mind it takes 2-3 business days to process a complete application. If forms or information is missing from the file, it will delay processing.

Eligibility for Basic Income

Assistance:

Must be between the ages of 19 and 64; unless you are a PWD designation.

Must provide proof of financial need (Bank Statements, ROE, EI, Tax papers etc.)

Live on one of the T'it'q'et Administration reserves

Applicant can be status or non-status, and does not need to be a band member

If you live on commercial property such as a registered trailer court discuss with your BSDWorker

How to Apply For Basic Income Assistance

Call and pick up the *Information Needed for IA interview* form and then call to make an appointment (250) 256-4118 Ext 229

Do check the "Information Needed for IA interview" list and bring required items.

Definition of Income

Earned income – wages, rent payments to you, fishing, carving, art, self-employed income.

Unearned income – E.I, honorariums, Pensions, Worker's Compensation payments, ICBC claims, Bingo or gambling winnings

Residential School reconciliation payments are not seen as income

Keeping File Open:

Hand in a signed Renewal form

Hand in a copy of your monthly Work Search Activities

Record form

Hand in copies of all invoices/bills

If you get a notice from worker about missing information, ensure the information is into worker ASAP so as not to delay monthly IA cheque

Update your worker on any changes to your situation or income as soon as possible so as not to delay monthly IA cheque.

**FAILURE TO DO ANY OF THESE MAY DELAY YOUR IA
Cheque**