**UPDATE #1: Social Development Policy and Procedures Handbook Vol.1**

**Chapter 3.1 Application Process**

Application – Stage 1 & 2 – Prospecting (Overview) 3.1.3 (Jan 2018)

The Income Assistance (IA) process includes two (2) stages:

Stage one (1); “Applicants who are not exempt must complete a reasonable work search before their eligibility for assistance can be determined” Exemption will be determined on a case-by-case bases. For example, Chapter 7: Immediate Needs: Work Search Required under Hardship.

**New IA applicants** who never been on IA or PWD IA before are required to complete or demonstrate that they have completed a satisfactory work search lasting a minimum five (5) weeks or former IA recipients who received Hardship assistance are required to complete a five (5) week work search before they can be eligible for assistance.

**Former IA or PWD** applicants re-applying for assistance are required to complete a minimum three (3) week work search before their eligibility for assistance can be approved.

Stage two (2); “Interview Process” is the usual process on determining an applicant’s eligibility for IA where all ID requirements are made, copies of utilities invoices on file, rental information, etc. as described on the “*Information needed for Income Assistance Interview*” sheet are met.

**Chapter 7.5 Immediate Needs – Work Search Required**

“This type of hardship assistance is provided to applicants for income assistance who have an immediate need for food, shelter or urgent medical assistance and they haven’t completed the required work search requirements.” Hardship assistance is provided on a temporary basis, for only one month. If further hardship assistance is required, eligibility must be re-established each month and this is limited to three (3) months during which time the clients are expected to complete the required work search.

If the family unit fails to complete the required work search within the time frame provided or refuses acceptable employment their case file will be closed. Once the work searches are completed the cases will be re-assessed to determine if the family unit meets the eligibility criteria for regular IA.

**Chapter 8.1 Persons with Disabilities**

To be eligible for disability assistance, a person must meet the criteria for the PWD designation and be designated as such by the British Columbia Aboriginal Network on Disability Society (BCANDS) on behalf of Indigenous Services Canada (ISC).

Eligibility: A person may be designated as PWD if they have reached 18 years of age and have a severe mental (including a mental disorder) or physical impairment that meets all of the required BCANDS criteria’s. (Talk to your community’s BSDW for examples of criteria requirements).