

# INCOME ASSISTANCE CHECKLIST

## CLIENT INFORMATION

Name: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ BCANS File # \_\_\_\_\_

Annual Renewal Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Lives on Reserve: **Y / N** PPMB Expiry: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ESSENTIAL DOCUMENTATION

- One Piece of Photo Identification (Primary) - DL#, Status Card, BCID Card, Birth Certificate
- One Piece of Non-Photo ID (Secondary) – Bank Card, Credit Card, Health Card, SIN Card (1 Secondary Only for Every Dependent)
- Income Verification (Bank Statement, Tax Assessment) stamped by teller.
- Asset Verification (Vehicle Registration, Bank/Stock Profile)
- Shelter Documentation
  - Utility Bills ( Hydro, Residential Phone, Gas, Wood Fuel, Homeowners Insurance, Garbage Pickup)
  - Band/Private Rental Documentation (Tenancy Agreement, Rent receipt)
  - Home Owner (Ownership Documents (CP, Custom Holdings, Cardex Holding), Mortgage Documents)
- Verification Client is Not Collecting Income Assistance off Reserve or from another Reserve
- Employment Insurance Verification
- PWD Approval Letter **[PWD Only]**

## ESSENTIAL FORMS TO BE FILLED OUT IN FULL

- APPLICATION FOR SOCIAL ASSISTANCE (901-27)
- BUDGET AND DECISION FORM (901-25)
- EMPLOYMENT INSURANCE INFORMATION FORM (BCSA 11)
- CONSENT TO RELEASE INFORMATION (901-23)
- THIRD PARTY ADMINISTRATION AGREEMENT (901-19)
- SOCIAL ASSISTANCE MONTHLY RENEWAL DECLARATION (901-28) **(1 per month)**
- MEDICAL REPORT (SA116) – TO BE BROUGHT TO AND FILLED OUT BY A PHYSICIAN **[PPMB ONLY]**
- PPMB CHECKLIST AND DECISION (SA117) **[PPMB ONLY]**

## ADDITIONAL DOCUMENTATION (IF APPLICABLE)

- \*\*\* Case Notes Required with Explanation of Decision Where Standard Documentation Not Available\*\*\*
- Any Medical Documents related to Clients Ability to Work
- Special Diet / Natal Supplements Allowance (doctors note)
- If Emergency IA is required, any documentation showing an urgent need / time constraints by the Client
- Community Volunteer Supplement Contract (SA135)
- Any Other Financial Documents (Loan Information, Inheritance, Family Support)
- Any Skilled Training Certificates, Degrees, Certificates for Special Skills (first aid, skills training)
- Job Search Documentation (Resume, Work Search Printout)\*
- Record of Employment \*
- Nutritional Supplement Request and Authorization Form (SA200)
- Incentive Allowance Contract (08-03)

1. \*Detailed case notes can suffice as documentation when it comes to work related items (such as explaining that there is no work in area and client doesn't have a vehicle to travel off reserve).
2. Please Note that PWD status does not expire, though BCANDS reserves the right to rescind the designation after a review if new information has been presented.