

EMPLOYABLE FAMILY

INCOME ASSISTANCE CHECKLIST

CLIENT INFORMATION

Name: _____ Birthdate (YYYY/MM/DD): _____

Annual Renewal Date (YYYY/MM/DD): _____ Lives on Reserve: Y N

ESSENTIAL DOCUMENTATION

- One Piece of Photo ID (Primary) - Driver's License, BC Services or ID Card, Passport, Status Card, Citizenship, or Immigration Documents (with photo), CSC Offender ID Card
- One Piece of Non-Photo ID (Secondary) – Another piece of Primary ID, BC Services Card, Birth Certificate, bank or credit card, Citizenship, or Immigration documents (1 secondary for every dependent)
- All applicants and adult dependents must have a verified and valid Social Insurance Number (SIN)
- Income Verification (Bank Statement, Tax Assessment, E.I. Cheque Stub)
- 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)
 - Homeowner (Ownership documents (CP, custom holdings, Cardex holding), mortgage documents)

ESSENTIAL FORMS TO BE FILLED OUT IN FULL

- Application for Social Assistance (901-27)
- Budget and Decision Form (901-25)
- Request for Verification of Income Assistance Form - Service Canada
- Request for Verification of Income Assistance Form - Ministry of Social Development and Poverty Reduction
- Consent to Release Information (901-23)
- Monthly Renewal Declaration (901-28) (12 In Total)

ADDITIONAL DOCUMENTATION (IF APPLICABLE)

- *** Case Notes Required with Explanation of Decision Where Standard Documentation Not Available***
- Third Party Administration Agreement (901-19)
- Any Medical Documents related to Clients Ability to Work
- Special Diet / Natal Supplements Allowance (possessive 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, case notes)*
- Record of Employment*

*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).