

## EMPLOYABLE SINGLE

# 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
- All applicants and adult dependents must have a verified and valid Social Insurance Number (SIN)
- Income Verification (bank statement, tax assessment, IE 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 i.e. 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)*
- Social Assistance Monthly Renewal Declaration (901-28) (1 Per Month)*

### ADDITIONAL DOCUMENTATION (IF APPLICABLE)

- \*\*\* Case Notes Required with explanation of decision where standard documentation not available\*\*\*
- Third Party Administration Agreement (901-19)*
- Any documents related to client's ability to work exemption
- Special Diet / Natal Supplements Allowance
- 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 \*

\*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).