
Introduction to This Manual

Welcome to the *Social Development Policy and Procedures Manual* which has been divided into four binders, the Income Assistance Program under Volume 1, the Assisted Living Program under Volume 2, the Appendices under Volume 3, and the National Child Benefit Reinvestment Initiative under Volume 4.

These manuals are designed for those involved in administering the Social Development Program in BC. The program is administered by the federal Department of Indian Affairs and Northern Development (DIAND), which is also known as Indian and Northern Affairs Canada (INAC) and provides financial support to eligible individuals living on-reserve. The manual may also be useful to others involved in the delivery of socio-economic programs on-reserve.

Online Version of BC Region Manuals

Electronic copies of these manuals are posted to the First Nations Social Development Society's web site at www.fnsds.org or INAC Extranet web site at www.inac.gc.ca/extranet

- Select fiscal year
- Region: British Columbia
- Password: bc

Manual Amendments

Registered manual holders are workers that are directly involved in administering the DIAND Social Development Program in BC. All registered manual holders will receive regular amendments or updates to the manual.

Workers who receive a manual amendment are expected to read the cover letter describing the changes; then remove the old sections and insert the new ones with the changes marked on each page.

Each manual amendment package also includes a new table of contents and index. Workers are expected to check and ensure that the manual contains all the sections listed on the table of contents, and that the date printed on the bottom of each section matches the date shown on the table of contents. The CIDM number and Version number at the bottom of each page refer to the Comprehensive Integrated Document Management (CIDM) System that is used by INAC.

Manual Administrator

Contact the manual administrator if:

- The update packages are going to the wrong person.
- A worker is not getting update packages.
- There are missing sections of the manual, or some of the sections are out of date.
- A worker has found errors in the manual and is forwarding findings.

SDPP Manual Administrator
Funding Services Programs and Partnerships
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What This Manual Contains

Income Assistance Program, Volume One

The Income Assistance Program manual, volume 1 is divided into a table of contents, index and 12 chapters. Each chapter is divided into a series of sections.

Table of Contents – provides heading for each chapter and section with current policy issue date.

Definitions – contains a list of definitions for every chapter and section of the income assistance program manual.

Contacts and Resources – provides information on how to access policy manual on-line, INAC Social Development Reporting forms, and related provincial and federal program information.

Chapter 1, Introduction – serves as an introduction to the policies and procedures that are to be followed in the administration of the Social Development Program in the British Columbia Region.

Chapter 2, Program Administration – covers administration of the program including handling files, recovering overpayments, investigating fraud, appeals, and program monitoring and review.

Chapter 3, Application and Assessment – contains procedures for applying for and assessing eligibility for benefits, including the time frame, forms required and other documentation and identification needed.

Chapter 4, Eligibility – covers the assessment of eligibility including basic eligibility, residency and citizenship, minors, waiting periods, assets, unearned income and exemption eligibility, Persons with Persistent Multiple Barriers, and the rate table.

Chapter 5, Shelter Allowances – outlines allowances for shelter, including utilities, room and board, rent and mortgage payments, home maintenance and repairs, minimum shelter allowance and the *National Housing Act*.

Chapter 6, Children Out of the Parental Home – covers MCFD screening check process, financial assistance to children placed in the home of a relative on-reserve by their parents who have been approved by MCFD, including application and eligibility for assistance, parental responsibility, time frame, required screening check during case review and the rate table.

Chapter 7, Hardship Assistance – covers eligibility for hardship assistance, including awaiting other benefits, income or assets in excess of allowable limits, loss of employment, identification not established, transient applicants, and the rate table.

Chapter 8, Persons with Disabilities Assistance – covers Social Assistance for Persons with Disabilities, including application and eligibility for assistance, adjudication and review procedures, fees and the rate table.

Chapter 9, Special Allowances – covers special allowances, including incentive, special needs, natal, diet, camp fees, school start-up, work clothes and transportation, work force entry, moving costs, special transportation, and guide dogs.

Chapter 10, Non-Status Health Benefits – covers health benefits, including insured or non-insured benefits, dental, orthodontia, optical, health-related travel, medical equipment and supplies, and Hepatitis C Settlement Agreement compensation.

Chapter 11, Other Benefits – covers non-health benefits, including child benefits, family bonus top-up allowance, old age security pension, recipients in special care facility, December supplementary allowance, annual bus pass natal supplement, diet supplements, short-term nutritional supplement, monthly nutritional supplement, tube feed supplement and funeral costs.

Chapter 12, Transition to Employment Programs – covers the Work Opportunity Program, the Aboriginal Social Assistance Recipient Employment Training Initiative, and the Training and Employment Support Initiative.

