
Time Frame and Forms Required

General Principle

All applications for income assistance must undergo periodic and regular reviews, and appropriate documentation must be maintained on all client files.

Time Frame

The *Application for Social Assistance* (901-27) form must be completed:

- at the initial application
- once every 12 months (annual review)
- if a significant change has occurred (see Chapter 4, Eligibility)
- at reapplication for assistance

The *Budget & Decision Form* (901-25) must be completed:

- at the initial assessment of application
- once every 12 months (annual review)
- if a significant entitlement change has occurred (see Chapter 4, Eligibility)
- at reapplication for income assistance benefits

Forms Required

The following forms are required:

- *Application for Social Assistance* (901-27)
- *Children Out of the Parental Home Assistance Application Financial Assistance* (COPH-001)
- *Persons with Disabilities Designation Application* (SA 301)
- *Social Assistance Monthly Renewal Declaration* (901-28)
- *Budget and Decision Form* (901-25)
- *Consent to Release of Information* (901-23)
- all other forms and documentation as required to determine eligibility must be placed in the client's file

