

Identification and Other Documentation

General Principle

Applicants and spouses are required to identify themselves and their dependents, as well as provide confirmation of shelter costs, assets, and all sources of income, for the purpose of determining eligibility.

At the time of application specific documents are required to determine eligibility and must be maintained on file. Until such time as these documents are on file, the family unit is not eligible for social assistance or social assistance for persons with disabilities (see Chapter 7, Hardship Assistance).

Identification Policy

- The applicant and spouse must each provide *two* pieces of identification, *one* of which must be *photo identification*.
- *One* piece of identification is required for each dependent child.
- Identification may include:
 - Driver's Licence (photo)
 - Birth Certificates
 - British Columbia Identification Card (photo)
 - Offender Identification Card issued by Correctional Services of Canada
 - Social Insurance Number card
 - Citizenship Papers or Immigration documents (without photo)
 - BC CareCard
 - Credit cards
 - Status Card (photo)
 - Original citizenship papers or immigration documents (e.g., IMM 1000, IMM 5292 + Permanent Resident Card)

- Other documents which, by themselves or in conjunction with other forms of identification, would be considered acceptable identification for cheque cashing purposes at banks or other financial institutions

Note: Administering Authorities do not pay for Passports, Permanent Resident cards and other immigration documents processed by Citizenship and Immigration Canada (CIC).

- If not a permanent resident, or if a sponsored immigrant, the applicant must provide documentation of residency status in Canada.
- Interim documents (e.g., interim driver's licence) are not to be accepted as identification.
- When a former recipient reapplies, and the band social development worker is able to view previously photocopied identification on file that meets current standards, these requirements may be considered satisfied.
- Applicants must be registered on the file in the name for which they have produced identification and other required documents.

Exceptions for Identification

- For newborn infants, a copy of the registration of live birth, application for a birth certificate, or ankle bracelet from the hospital is sufficient for a two-month period.
- For Children Out of the Parental Home (COPH) Assistance (former known as Guardian Financial Assistance), one piece of identification is required for the child.
- In a two-parent family, only the applicant in the family unit must meet the identification requirements to be considered for social assistance or social assistance for persons with disabilities. All other family members must meet the identification requirements as soon as possible.
- Where individuals are incapable of managing normal daily responsibilities due to health issues beyond their control, and are unable to obtain identification, or where families with children have made every effort to secure appropriate identification but have been

unable to do so for reasons beyond their control, (e.g., escaping family violence), the band social development worker may approve social assistance or social assistance for persons with disabilities if all other criteria have been met.

- The band social development worker must ensure that all attempts to obtain identification from the applicant are documented, and the reason for this approval is recorded on the file.

Procedures

- Obtain required identification and documents for each member of the family unit and make a copy for the social assistance or social assistance for persons with disabilities file.
- Copies should be stamped “certified true copy,” or initialled and dated.
- The band social development worker must ensure that all attempts to obtain identification from the applicant are documented, and the reason for this approval is recorded on the file.

Shelter, Income, and Asset Documentation

The following documents are to be copied and placed on the client file:

- documentation on outstanding housing loan repayment, Canada Mortgage and Housing Corporation or social housing agreement, band rental agreement, or private rental agreement
- billings or receipts for utility, fuel, etc.
- all other documentation of any income or assets

Where applicable, the following are to be copied and placed on file:

- Employment insurance benefits statement, if benefits are in pay, if benefits have expired, or if the person has been disqualified
- Canada Customs and Revenue Agency (CCRA) notices or applicable consent forms:
 - *Canada Child Tax Benefit Notice* and *BC Family Bonus Entitlement* (child benefits cheque notice)

- Form 1: *General consent for disclosure of client information related to NCBS and adjustment to social assistance*
- Form 2: *Consent form for release of British Columbia Family Bonus Information*
- Form 4: *Form requesting end of care related to COPH*
- (see *The National Child Benefit, An Information Guide for First Nations Administration*, June 1999)
- Bank passbook, or most recent bank statement on all accounts
- Applicants and recipients are required to reasonably value assets and provide verification of value on request—if they do not they may be determined ineligible for assistance
- All other documentation as required to determine eligibility for social assistance

Eligibility Determination

Eligibility for social assistance is determined by objective consideration of the following factors in accordance with policy:

- residency
- citizenship
- family unit and dependency
- all sources of income
- assets
- special circumstances

For more detail, see the following:

- Chapter 4, Eligibility
- Chapter 6, Children Out of the Parental Home (COPH) Assistance
- Chapter 7, Hardship Assistance
- Chapter 9, Special Allowances
- Chapter 10, Health Benefits