

Room and Board

General Principle

Room and board may be issued to income assistance recipients, within maximum rates in accordance with the family unit size set out in this Manual and on the basis of actual documented costs.

It is the responsibility of the client to provide documents to verify their eligibility for the appropriate benefit.

Policy

Room and board may only be issued to meet actual, documented costs if the following conditions apply:

- the applicant meets income assistance eligibility requirements,
- the applicant occupies the dwelling, and
- the applicant provides evidence of actual costs, in the form of billings, receipts for fuel, utility, etc. for room and board expenses, or rental agreement for room and board.

The administering authority shall maintain *copies* of the original documents stamped “certified true copy” on the client file.

The room and board amount must not exceed the combined total of support and shelter for the family unit.

In the event that a significant change occurs, the change must be documented, and evidence must be placed on the client file.

Room and Board – Private Arrangement

A family unit that is living in a room and board situation (other than in a special care facility or with a parent or child of a person in the family unit) is eligible to receive the smaller of the following two amounts and shall not exceed the total support and shelter for the family unit size:

- i. the sum of
 - the sum of the actual cost of room and board, plus
 - \$60.00 per calendar month for each adult applicant or recipient, plus
 - \$40.00 per calendar month for each dependent child in the family unit.

or

- ii. the sum of the family unit's monthly
 - income assistance entitlement for support and documented shelter costs.

Room and Board with Parent or Child

A family unit living in a room and board situation with a parent or child of a person in the family unit is only eligible to receive the *support allowance* applicable to the family unit size (that is, the family is not eligible for shelter allowance).

The family unit is *not* eligible for shelter allowance, *except* if they meet the criteria found in Chapter 5.6, Minimum Shelter Allowance.

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| <p>Note: Shared shelter may be available when two or more people share the same dwelling, see Chapter 5.1, Shelter Allowances Overview.</p> |
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Procedures

| Room and Board type | Documentation and Forms |
|----------------------|--|
| With Parent or Child | <ul style="list-style-type: none"> • <i>Budget and Decision Form (901-25)</i>, and • <i>Room and Board agreement</i>. • <i>Verification of Minimum Shelter Allowance (if eligible under Chapter 5.6)</i>. |
| Private Arrangement | <ul style="list-style-type: none"> • <i>Budget and Decision Form (901-25)</i>, and • <i>Documented shelter costs, or</i> • <i>Room and Board agreement</i>. |

It is the responsibility of the client to provide documents to verify their eligibility for the appropriate benefit.

Details of the verification and original documents or *copies* of originals that are stamped “certified true copy” are to be placed on the client’s file. For further details on documentation requirements see Chapter 3, Application and Assessment.

Budget and Decision Form (901-25)

The *Budget and Decision Form (901-25)* is to be *completed in full* and document the expenditure of the room and board allowance for the client as follows:

- Comment section:
 - Room and Board type and Minimum Shelter Allowance if eligible
- Monthly Requirements section:
 - Room and Board expenditure
 - if eligible, Minimum Shelter Allowance in the Utilities section
- Temporary Allowance section:
 - month in which the expenditure is paid

The recipient and administering authority must sign the completed form.

Support and shelter expenditures are reported on the monthly *Social Development Financial and Statistical Report (SDFSR)*.

Social Development Financial and Statistical Report

The administering authority is to include the number of people and expenditures on the monthly *Social Development Financial and Statistical Report (SDFSR)* by reporting the:

- room and board expenditure under the support section for the appropriate family unit, and
- if eligible, minimum shelter allowance under the Fuel/Utilities/Other section.

For more information see the *Recipient Reporting Guide - BC Region*.