

## Incentive Allowance

### General Principle

To provide an incentive allowance for clothing, transportation and other expenses required for a recipient's participation in a Community Volunteer Program.

### Policy

Incentive allowances are intended for income assistance recipient's who are unable to enter an employment or training plan at the present time, but who wish to pursue a volunteer placement and engage in community service to enhance their future employability.

No more than one member of a family may receive Incentive allowance at any one time.

Recipient's who are eligible to receive this Incentive allowance are:

- Persons With Persistent Multiple Barriers (PPMB) recipient's;
- Persons who are "temporarily excused" from employment obligations;
- Dependent children and recipients of Children Out of the Parental Home (COPH) Assistance who are 15 years of age and over;
- Persons With Disabilities (PWD) recipient's and their dependents who are unable to participate in employment or training skills programs; and
- Single parents with a child under 3 or with a physical or mental condition which precludes the parent from being employed.

Incentive allowance of up to \$100 per month may be issued to or for a family unit that is eligible for income assistance as described above.

The incentive allowance is pro-rated if recipient's do not complete minimum participation requirements for reasons beyond their control.

Incentive allowances may be issued to recipients participating in voluntary and non-compensatory employment. Placements may be made in non-profit organizations, private agencies, government offices, and private sector businesses. Such placements must not displace regular staff. Union officials are to be consulted when appropriate.

The allowance *may not* be issued to persons taking part in training or educational programs (i.e., Aboriginal Social Assistance Recipient Employment Training (ASARET) Initiative), nor to persons participating in Work Opportunity Programs (WOP).

Minors on income assistance, dependent children of income assistance recipients, and **COPH Assistance children** may participate in this program provided that they are of legal working age in the province of British Columbia, or they have obtained the written consent of their parent or guardian.

## Procedures

An *Incentive Allowance Contract* (SA - 135) must be completed and signed by the client and the administering authority before any incentive allowance may be paid.

All issuances of special needs allowance must have documentation attached to a completed *Budget and Decision Form* (901-25), including signatures of both the client and the administering authority.

Recipients must demonstrate that they are meeting the terms of the incentive allowance contract during the course of the program.

The incentive allowance is intended to be used to meet costs of employment such as transportation, clothing, babysitting (if fully subsidized daycare services are not available), and other incidental costs.

The incentive allowance is wholly exempt when calculating basic income assistance entitlement.

Incentive allowances are charged to the special needs budget.

The special needs budget is a limited, fixed budget allocation, and all expenditures must be within annual available resources.