

Transitional Employment Allowance

Policy Manual
July 2019

As of August 31, 2021, the Transitional Employment Allowance program is closed. Individuals who need income assistance may apply for the Saskatchewan Income Support program online at [Saskatchewan.ca/income-support](https://saskatchewan.ca/income-support). If you are unable to apply online or have questions about our programs, please call the Client Service Centre at 1-866-221-5200.

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Chapter Section	<i>Update</i>
<i>13.4 File Closure</i>	<i>Addition: Allow immediate closure of file when a client is applying to the Saskatchewan Income Support (SIS) program</i>
<i>16 Documentation Requirements</i>	<i>Clarify: Documentation required only for bank accounts with funds greater than \$50</i>

1.0 INTENT	3
2.0 ELIGIBILITY	5
2.1 ELIGIBILITY DATE	6
2.2 PERSONS WHO ARE ELIGIBLE	6
2.3 PERSONS WHO ARE NOT ELIGIBLE	7
2.4 APPLICATION CRITERIA FOR CATEGORIES OF TEA APPLICANTS	7
2.5 ELIGIBLE FAMILY MEMBERS - SEE REGULATION 6(1) & (2)	7
3.0 INCOME AND ASSETS	9
3.1 BUDGET DEFICIT DEFINED	9
3.2 LIQUID ASSETS	9
3.3 EXCESS ASSETS	10
3.4 DISPOSAL OF ASSETS	10
3.4.1 Prior to Application	10
3.4.2 After Application	10
3.5 INCOME	10
3.5.1 Income Prior to Application – Initial Eligibility	11
3.5.2 Income after Application – Ongoing Eligibility	11
3.6 EXEMPT INCOME	11
3.6.1 Income and Asset Exemptions – Minister’s Orders - Regulation 7(5)	12
3.7 INCOME FROM STUDENT LOANS/BURSARIES AND PTA	13
4.0 DURATION OF ALLOWANCE	15
4.1 DURATION OF ALLOWANCE	15
5.0 APPLICATION	17
5.1 APPLICATION	17
5.2 REQUIREMENT TO PROVIDE SIN AND HSN	17
5.3 CONFIRMATION OF APPLICATION AND CONSENT	18
5.4 RE-APPLICATION	18
6.0 AMOUNT OF ALLOWANCE	19
6.1 EFFECT OF ELIGIBILITY ON PAYMENT OF ASSISTANCE	19
6.2 AMOUNT OF TEA	19
6.3 EXCESS INCOME	19
7.0 ALLOWANCES	21
7.1 GENERAL LIVING ALLOWANCE	21
7.2 BOARD AND ROOM ALLOWANCE	22
7.3 PERSONAL LIVING ALLOWANCE	22
7.4 NORTHERN FOOD ALLOWANCE	22
7.5 UTILITIES	22
7.6 JOB START ALLOWANCE	23
7.6.1 PRE-EMPLOYMENT ALLOWANCE	24
7.7 RELOCATION ALLOWANCE	24
7.7.1 Relocation to another province	24
7.8 CHILD CARE ALLOWANCE	24

8.0 PAYMENT OF THE ALLOWANCE	27
8.1 DIRECT DEPOSIT	27
8.2 WAIVING DIRECT DEPOSIT	27
8.3 FREQUENCY OF PAYMENTS	28
9.0 LOST, STOLEN, NOT RECEIVED CHEQUES	29
9.1 INITIAL PROCESS	29
9.2 IF THE CHEQUE HAS NOT BEEN CASHED	29
9.3 IF THE CHEQUE HAS BEEN CASHED	29
9.4 REIMBURSING THIRD PARTIES	29
10.0 HEALTH BENEFITS	31
10.1 SUPPLEMENTARY HEALTH BENEFITS	31
10.2 NOMINATION FOR SUPPLEMENTARY HEALTH SERVICES	31
10.3 TEMPORARY HEALTH COVERAGE	31
11.0 TEMPORARY ASSISTANCE IN SPECIAL CIRCUMSTANCES	33
11.1 TEMPORARY ASSISTANCE IN SPECIAL CIRCUMSTANCES	33
11.2 UTILITIES	34
11.3 SCHOOL EXPENSES ALLOWANCE	34
11.4 TRAVEL TO ATTEND A FUNERAL	35
12.0 REPORTING REQUIREMENTS	37
12.1 REPORTING CHANGES	37
13.0 REASSESSMENT OR TERMINATION OF BENEFITS	39
13.1 REASSESSMENT OF BENEFITS	39
13.2 TERMINATION OF BENEFITS	39
13.3 NOTICE OF CHANGE IN AMOUNT, TERMINATION	40
13.4 FILE CLOSURE	40
14.0 RECONSIDERATION AND APPEALS	41
14.1 RECONSIDERATION	41
14.2 APPEAL	41
14.3 FURTHER APPEAL	42
14.4 INTERIM ASSISTANCE	43
14.5 CONCURRENT TEA AND SAP APPEALS	44
15.0 OVERPAYMENTS	45
15.1 OVERPAYMENT DEFINED	45
15.2 POSTING AND NOTIFICATION OF OVERPAYMENT	45
15.3 RECOVERIES	45
15.4 SUSPECTED FRAUD	45
15.4.1 FRAUD CONVICTIONS	46
16.0 DOCUMENTATION REQUIREMENTS	47
17.0 DELEGATION OF AUTHORITY	51
18.0 PROGRAM RATES – JULY 1, 2017	53

Legislative Authority	Subject	
Transitional Employment Allowance Regulations	1.0 Intent	CH 1

Intent

The Transitional Employment Allowance (TEA) Program is a benefit program to assist applicants who require assistance until they are employed or become self-sufficient through other income support programs or other sources of income. There are two categories of applicants: those participating or eligible to participate in pre-employment activities or services and those requiring income support to a known date of self-sufficiency.

The TEA Regulations are the legislative authority prescribing the conditions of eligibility for TEA, the amount of benefits, the conditions under which benefits are cancelled or reduced or under which appeals can be made. The TEA Regulations are the primary directions to be used in delivering the program.

The TEA Policy Manual articulates ministry policies related to the TEA Regulations. The manual is a companion document and used in conjunction with the regulations. Italic text is used to identify amendments.

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Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 2, 3, 4, 5, 6 & 7	2.0 Eligibility	CH 2

Intent

Definitions of terms used in the program are in Regulation 2.

TEA is an income support program intended to support Saskatchewan residents who are participating or are eligible to participate in pre-employment activities, programs or services.

Pre-employment activities, programs or services are those deemed likely to assist the client or participating spouse to become able to accept employment. (See Regulation 2(l) and 3.)

The applicant is responsible to complete a written application for TEA and to:

- provide the documentation required to determine eligibility for benefits
- report changes in circumstances, and
- eligible to participate in pre-employment activities, programs or services that lead to self-sufficiency.

The TEA application consists of the following components:

- personal and financial information
- declaration
- consent

The application is considered complete when all of the above requirements are met and the application has been signed within 15 days of the contact date and the required documents have been received within 45 days of the date of signing. A new application is to be completed if the client does not meet these requirements.

Applicants and eligible spouses must meet with a ministry representative to review the application and ensure the information on the application is correct. The applicant may make corrections by striking out any errors, making the necessary corrections and initialing the changes on the application. The applicant (and eligible spouse) signs the application and consent. In exceptional circumstances, the spouse may review and sign the application at a later time; however, the application is not complete until the spouse signs the application and consent as noted above.

For existing TEA clients, a new application is required if more than 30 days have elapsed since the last TEA benefit month, unless the requirement is waived by the supervisor.

Assistance is granted when it is determined the applicant has a budget deficit.

2.1 Eligibility Date

The date of application is deemed to have been made on the contact date shown at the top of the application form. In the following exceptional circumstances, to assist potential clients with transitioning from a program or service of support to the TEA program, a TEA application may be accepted up to 15 working days prior to the date of eligibility:

- PTA applicants who are completing their training program;
- persons leaving the reserve and their address off reserve can be verified;
- a 17-year-old turning 18 years of age who has been in receipt of funding from the 16 and 17-year-old program under Child and Family *Programs* and where this funding will be terminate on his or her 18th birthday; and
- those individuals being discharged from a correctional institution with discharge plans that include verification of a future residence.

If the completed application has not been signed within 15 days from the date shown at the top of the application form, a new application is required. In the calculation of the 15 days, the first day is excluded and the last day is included. If the 15th day falls on a holiday or weekend, the 15-day period is extended to the next working day.

The application is confirmed when the applicant (and eligible spouse) has reviewed the application and confirmed the information is correct and signed the application and consent in the presence of a ministry representative within 15 days of the date shown at the top of the application.

2.2 Persons Who Are Eligible

An applicant is eligible if he or she:

- Is a Saskatchewan resident 18 years or older (See Regulation 2 (e)).
- Has a budget deficit as specified in Regulation 7.
- Has satisfied the unit administrator that he or she has explored every possibility of self-support. Example 1: An applicant who quit or was fired from employment, or who failed to apply for EI may not be eligible. Such an applicant may be deemed eligible in these situations at the discretion of the unit administrator. Example 2: A single parent applicant is expected to pursue support as a resource, but may be deemed eligible while pursuing support or may not be required to pursue support, if in the opinion of the unit administrator this is not an appropriate action.
- Has not received assistance for needs as described in TEA Regulations 16 to 21 from any other source for the month of application and must not be receiving SAP, PTA or similar benefits.
- Is a full time high school student, and not living with parents or legal guardians who are receiving SAP.

2.3 Persons Who Are Not Eligible

An applicant is not eligible if he or she is:

- an individual with a budget surplus or excess assets
- an individual who is sentenced for more than 30 days to a correctional facility
- an inmate or a prisoner in a correctional facility or prison (includes those sentenced to a Community Training Residence)
- an individual who is not a Canadian citizen and who is not eligible to work in Canada
- an individual who is a full-time student in a post-secondary educational program (a post secondary program is a course of studies eligible to receive funding through a student loan or other funding source)
- an individual who resides on a reserve, where the Government of Canada funds a similar or comparable program (e.g. social assistance).

2.4 Application Criteria for Categories of TEA Applicants

Applicants have been divided into two categories:

- **Category A clients** are those applicants and/or spouses who have been deemed able to participate or eligible to participate, in pre-employment activities, programs or services with the anticipated outcome being movement toward employment and self-sufficiency. Clients have some ability to become employed on a full time or part-time basis. Barriers to employment such as addictions, physical disabilities, or mental health issues in and of themselves do not preclude participation in pre-employment activities and programs or receiving pre-employment services by an applicant or spouse.
- **Category B clients** are those applicants and/or spouses who are expected to be self-sufficient within three months of application. Examples include, but are not limited to, clients waiting for first EI payment, first pay from employment, inheritance, Workers Compensation payment, etc.

2.5 Eligible family members - See Regulation 6(1) & (2)

Wards living with an alternate caregiver or foster parent are not eligible for financial or health benefits. Wards are added effective the date wardship is discharged based on verbal confirmation from Child and Family *Programs* or the parent.

A Person of Sufficient Interest (PSI) is a court-appointed designation of an adult for the care of a child(ren). Children who are not wards living with a PSI are *not* considered part of the family unit and are *not* eligible for health and financial benefits. Benefits for children who are under the care of a PSI are provided through Child and Family *Programs*, including nominations for supplemental health coverage. Children who are already on the budget of a PSI as of December 31, 2012 will remain on file.

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Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 7, 8	3.0 Income and Assets	CH 3

Intent

Financial resources of the client include the income and the liquid and real assets of all eligible family members. Prior to application all income received in the previous 30 days is to be declared. The disposal of that income is reviewed and approved if deemed reasonable. After application, certain income and assets are exempt from the calculation of resources. All non-exempt income is deducted when assessing eligibility.

Personal assets are not considered as an available resource for the purposes of the TEA program. Personal assets include, but are not limited to, items such as cars, computers, furniture, boats, jewelry, stereo equipment, hobby equipment, tools, etc.

3.1 Budget Deficit Defined

All liquid and real assets and income are to be declared at the time of application and when reporting changes. A determination is made whether the assets or income are exempt or considered excess assets.

A budget deficit occurs when the combined income and assets of a client and eligible family members are less than the total of allowances.

3.2 Liquid Assets

Liquid assets including funds held in bank accounts, RRSP's, GIC's, stocks, bonds or other investment instruments are exempt up to the allowable limits based on family size as follows:

- An individual with no eligible family members - \$1500
- An individual with one eligible family member - \$3000
- An individual with more than one eligible family member - \$500 for each additional family member

An applicant does not have a budget deficit if the individual possesses liquid assets which exceed the allowable asset exemption. Example: A family of three can have \$3,500 in liquid assets before there is a budget surplus.

A bank account which has a zero balance or is overdrawn is not an asset and verification of the account is not required. Additionally, if the declared balance is less than \$50.00 verification of the bank account is not required. (Effective August 1, 2010)

In exceptional circumstances, the supervisor may approve the initial payment of benefits to allow clients time to obtain and submit the required bank verification. The initial benefit may include any benefit paid in the month of application and the month following the date of application. (Effective August 1, 2010)

3.3 Excess Assets

Excess assets must be considered in the calculation of eligibility. Excess asset means:

- residential property other than the principal residence of the individual, or;
- real or business assets used in farming or business operation of the individual or a member of the individual's family unit (Example: farm land, vehicles, equipment, tools)

3.4 Disposal of Assets

The disposal of assets over \$1500 within 6 months prior to the application is considered: amount of assets, date received, sources, expenditures.

3.4.1 Prior to Application

- Clients provide information regarding any assets they owned or in which they had an interest during the six (6) month period prior to application. The details concerning use of assets and any transfers are reviewed including whether the payment received was adequate in relation to the market value minus any encumbrances as well as the disposition of any proceeds.
- Assets disposed of within six (6) months prior to the application are not considered excess assets if in the opinion of a unit administrator, the disposal was reasonable and not carried out for the purpose of causing the individual to have a budget deficit.
- Any proceeds from an asset during the six (6) month period prior to application that is not approved or disposed of is considered income in the previous thirty (30) days and used to determine if an individual does or does not have a budget deficit.

3.4.2 After Application

- For the purpose of determining ongoing eligibility, proceeds from any liquid asset not previously exempted under Policy 3.2 of an applicant and spouse, if any, is considered an available financial resource and is applied as income to the entitlement month after the date it is received.

3.5 Income

Income is:

- Recurring funds such as wages, pensions, maintenance payments, annuity payments. Income from room-and-board arrangements, including level-of-care, is considered income to a maximum of \$25 per month.

- Lump sum and/or retroactive payments received such as pensions (OAS, CPP), maintenance payments (child, spousal), widow's/orphans benefits, donations from a benevolent organization, gifts.
- Casual earnings from other periodic work such as lawn mowing or shoveling snow.

3.5.1 Income Prior to Application – Initial Eligibility

- For the purposes of determining initial eligibility, an individual has an excess income if all sources of income received by the applicant and applicant's spouse, if any, within thirty (30) days of the application is equal to or greater than the monthly allowance, and is not eligible.
- The unit administrator may approve the disposal of income in the previous thirty (30) days to application if in the opinion of the unit administrator the funds were used for expenses related to shelter, food, and other reasonable expenditures of personal necessity. (Generally, the disposal of income received prior to application that would be exempt after application, i.e., child tax benefits, SES and the Rental Housing Supplement, are accepted as reasonable expenditures as these benefits are intended to assist with shelter, food, child care and other reasonable family expenditures.)

3.5.2 Income after Application – Ongoing Eligibility

- For the purpose of determining ongoing eligibility, all sources of non-exempt income received by the applicant and applicant spouse, if any, is considered income in the month following the date it was received (e.g., wage received June 15 is applied to the July entitlement).
- If the income from the previous month exceeds the current month's budget deficit, no assistance is issued. Any remaining budget surplus is not applied to the following month's entitlement.
- Lump sum income received after application is applied to the following month's entitlement from date received and the monthly benefits are reduced by the amount of the lump sum. If there is no eligibility after 30 days, the file is closed. The client is advised that the lump sum income is expected to meet basic living requirements.

Example: Client receives \$1200 lump sum income April. Allowances total \$900. There is no budget deficit and the client has a surplus of \$300. The surplus is not carried forward. The client has no entitlement for May and the file is closed 30 days after last assistance.

3.6 Exempt Income

See Regulation 8 (2)(a – o) for income which is exempt. The following income is considered available in whole or in part:

- If an individual's income is subject to attachment or garnishment or other similar process, the amount attached or garnished is considered income and the income should not be reduced by the amount of the garnishment.

- The amount of any overpayment recovered from an individual by set-off or any other means is considered as income except where the set-off was related to an income tax refund.
- \$25 per month of room and board revenue is considered income.
- \$75 per month of rental revenue is considered as income.

3.6.1 Income and Asset Exemptions – Minister’s Orders - Regulation 7(5)

The following is a summary and is not a legal description of Minister's Orders.

Date	M.O. #	Exemption	Amount
April 19, 2007	10/2007	Any rebate payments from SGI auto insurance premiums be excluded from the calculation of financial resources.	n/a
May 1, 2008	23/2008	Any payments made under the Government of Canada’s Working Income Tax Benefit program.	n/a
October 22, 2008	51/2008	Any tax refund received by an individual for the 2008 taxation year, and any tax credit received through the Sask. Low Income Tax Credit program.	n/a
November 24, 2008	55/2008	Payments made under the Sask. Active Family Benefit.	n/a
October 14, 2009	44/2009	Money held in trust pursuant to a Registered Education Savings Plan.	n/a
March 17, 2010	17/2010	Exempting income tax refunds for the 2009 taxation year and subsequent years	n/a
August 30, 2010	44/2010	Exempting Provincial Disaster Assistance Payments	n/a
August 30, 2010	43/2010	Exempting the portion of maintenance payments specified in an order or agreement for special or extraordinary expenses that are not related to, and are over and above the amount set out in the applicable Federal and Child Support Guidelines and Tables.	n/a
September 30, 2010	51/2010	Exempting any benefit received from the Ministry’s Community Living Family Respite Program.	n/a
February 29, 2012	8/2012	Payment of compensation not exceeding \$10,000 in total, received by a resident of Saskatchewan pursuant to the Maple Leaf Foods Class Action Settlement.	Up to \$10,000
November 4, 2013	63/2013	Gratuities paid by the Ministry of Health for participation in consultations related to the Mental Health and Addictions Plan	N/A
October 30, 2014	50/2014	Any inconvenience payment, made by a local housing authority, to an individual receiving TEA benefits related to a requirement to move.	N/A
December 8, 2014	60/2014	Payments received from the United Way for participation in mobilization team meetings as part of the United Way’s Plan to End Homelessness	N/A
February 5, 2015	09/2015	Any compensation payment up to \$10,000 from the Pfizer Canada and Pfizer inc. Prescription Drug Neurontin Class Action Lawsuit Settlement Agreement.	Up to \$10,000
June 7, 2016	34/2016	One-time, emergency fire relief payments issued by the Government of Alberta.	n/a
July 22, 2016	47/2016	Cash donations from the community of La Loche and surrounding communities to support the survivors and families of victims who were directly impacted by the La Loche school shootings on January 22, 2016.	n/a

3.7 Income from Student Loans/Bursaries and PTA

Full-time students in a post-secondary educational program are not eligible (See Chapter 2.3).

- Student Loans – Students apply for and may receive student loans prior to the commencement of classes. TEA benefits may be provided to the date classes commence for those eligible for student loans.
- PTA funding – Students at SIAST and regional colleges seeking adult basic education generally apply for PTA on the date classes commence. TEA benefits may be provided to the end of the month prior to PTA payments commencing.
- Other funding – Students who are seeking basic employability skills may participate in Bridging programs delivered by community based organizations. These students may or may not qualify for PTA or other funding sources. If such a student does not qualify for PTA or another funding source, he or she may continue to receive TEA benefits while participating in the program.

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Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 9, 10, 11	4.0 Duration of Allowance	CH 4

Intent

TEA is intended to provide assistance for eligible individuals and/or their families for as long as the client and/or spouse continue to participate in pre-employment activities, programs and services or as long as they are eligible to participate in pre-employment activities, programs and services leading toward self-sufficiency or to a known date of self-sufficiency.

4.1 Duration of Allowance

Category A clients are eligible for TEA from the date of application as long as they continue to participate in pre-employment programs and services approved by the unit administrator.

These activities may include, but are not limited to:

- follow a case plan
- participation in a pre-employment activities and programs or receiving a pre-employment service
- actively seeking employment
- or are eligible to participate in pre-employment activities, programs or services (also see Chapter 2.2).

The allowance ends if the client or participating spouse do not meet these criteria.

Category B clients are eligible for TEA from the date of application and ending on the last day of the third calendar month following the month of application unless the client becomes self-sufficient or the allowance is terminated in accordance with Regulation 28 before that date.

Family members are eligible to receive TEA as long as the client/spouse remains eligible and the family member continues to be an "eligible family member" as defined in Regulation 2(g).

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Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 12, 13	5.0 Application	CH 5

Intent

The application for TEA must be made on a form supplied by the ministry. An application is available to the applicant upon request. All applicants must have identification. They are advised as to the identification requirements prior to the initial meeting with a Ministry representative if possible.

5.1 Application

An applicant may apply:

- by phone
- in writing using a form supplied by the ministry

5.2 Requirement to Provide SIN and HSN

As a condition of eligibility, applicants and eligible spouses must provide:

- the Social Insurance Number (SIN) for the purpose of verifying eligibility; and
- the Health Services Number (HSN) (including other eligible family members) for the purpose of determining eligibility to receive supplementary health benefits.

Hard copy is not required.

It is important for applicants to have a SIN since this is required for those who expect to gain self-sufficiency through employment.

The SIN and HSN are required within 60 days if not available at the initial meeting with a ministry representative.

New residents to Saskatchewan may provide health numbers from the last province of residence, however within 60 days they must provide a Saskatchewan Health Services number.

If an applicant or eligible spouse does not have a SIN or HSN, but has applied for same, they may receive benefits for a period of 60 days if they provide:

- verification of an application for a SIN; and/or
- verbal confirmation that an application has been made to Saskatchewan Health for a Health Services Number.

The proof of SIN application is copied and placed on the file.

5.3 Confirmation of Application and Consent

The applicant is advised as to the required documentation and proofs of identification prior to the confirmation of the application.

The applicant provides documentation to confirm:

- the requirement to pay for shelter. When the applicant is unable to provide the verification for shelter or the verification is not satisfactory, the board and room allowance may be issued for the initial payment. Subsequent benefits are held pending verification of the living arrangement. Once the living arrangement is confirmed/verified, an adjustment may be provided. (Effective August 1,2010)
- utilities in the applicant's or spouse's name, or the landlord's name if the municipality requires the bill to be in the name of the landlord.
- all income of eligible family members.
- all real and liquid assets of eligible family members excluding those liquid assets less than \$50.00. (Chapter 3.2)

The applicant and the applicant's spouse, if any, confirm the application in person and sign the consent in the presence of a ministry representative.

If an application is not signed within 15 days, it expires. (Chapter 2). A new application is required if a previous application has expired. The unit administrator may approve an applicant or spouse signing an application beyond the 15-day requirement when exceptional circumstances prevented the applicant from signing within the required time.

5.4 Re-Application

Individuals may apply or reapply for TEA at any time regardless of the date of previous refusal or termination of payments (including appeal decisions). In the case of re-application from a client who appealed, the refusal would stand if the applicant's circumstances remain unchanged. If the circumstances which precipitated the decision have changed the applicant's eligibility is reassessed.

Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 14, 15	6.0 Amount of Allowance	CH 6

Intent

The amount of TEA benefits is intended to provide an allowance to meet minimum living requirements of eligible applicants.

6.1 Effect of eligibility on payment of assistance

SAP will not be paid to a client for any period of time during which the client is eligible to receive TEA except for a limited amount of assistance granted in an emergency for a very short period. In exceptional circumstances, the unit administrator may waive the SAP as a resource/income. Exceptional circumstances include, but are not limited to, situations where emergency assistance could have been provided by the TEA program. Unless waived, any amount provided by SAP is considered a resource/income and results in an overpayment on the TEA file.

6.2 Amount of TEA

The entitlement is based on the total of all eligible allowances in accordance with Regulations 16 to 21 and is reduced by the amount of any income that is received by the client or any eligible family member in the previous month.

6.3 Excess Income

Any income received in the month prior to application which places the applicant in a surplus budget position is considered excess income. Example: An applicant received \$1500 on May 15th. The individual applies on June 1st with budget needs of \$900. The applicant has a surplus and is not eligible. (See Policy 3.4.1 and 3.5.1)

The unit administrator may approve the disposal of income in the month prior to application in exceptional circumstances giving consideration to the following factors:

- amount of income
- date received
- source of income
- expenditures

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Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 16, 17, 18, 19, 20, 21	7.0 Allowances	CH 7

Intent

TEA allowances are based on rates approved by the Minister.

Allowances

7.1 General Living Allowance

A General Living Allowance is provided when a client is required to pay for shelter (e.g. rent or mortgage). It is intended to provide funds for shelter, food, clothing, household expenses, personal needs and incidental expenses including travel.

Documentation required to receive a General Living Allowance:

Renters - one of the following is required:

- rent receipt (current or last month's if there is no change in address);
- proof of payment (cashed rent cheque or verification of direct debit);
- rental agreement for the current address;
- signed confirmation from landlord which confirms the cost and address;
- rent increase notice

Home owners - proof of payment, certificate of title, mortgage-loan agreement, home insurance and tax statements, copy of agreement for sale.

Joint Title - proof of payment, certificate of title, or mortgage-loan agreement

If the shelter is in the spouse's name only, the spouse must be an eligible family member.

If the shelter need has been paid for the month of application, the General Living Allowance begins the date the client is eligible to receive the allowance. The allowance is prorated.

Example: Client applies June 3rd and has paid June's shelter costs. The General Living Allowance would be allowed from June 3rd to June 30th.

If the shelter need has not been paid for the month of application, the General Living Allowance is reduced by the amount set out in the schedule of rates for each day of the month before the client applied. Example: Client applies June 3rd and has not paid shelter costs for June. The General Living Allowance is reduced by \$8.50 per day.

TEA applicants who live in subsidized housing units receive the rates for which they are eligible by location (Tier A, B, C or D). Whether they live in subsidized units is not a consideration when determining the TEA amount.

7.2 Board and Room Allowance

A board and room allowance is provided when the client is required to pay for accommodation and food. The allowance is intended to provide funds for accommodation, food, clothing, personal needs, and incidental expenses.

When the need for a board and room allowance is declared on the application or on a report form, no further documentation is required. (See Chapter 5.3-where a shelter need is declared and verification of that shelter need is pending, a board and room allowance may be allowed for the initial payment).

7.3 Personal Living Allowance

A personal living allowance is provided when the applicant declares a need for clothing, personal needs and incidental expenses but does not pay for food or accommodations or pays a token amount.

The need for a personal living allowance is declared on the application or on a report form.

7.4 Northern Food Allowance

To be eligible for a northern food allowance the client must reside north of the 54th parallel, in the Northern Village of Cumberland House, Pemmican Portage or Barthel.

7.5 Utilities

Rates approved by the Minister may be provided for telephone, electricity, home heating/energy, and water. (For oil, propane, and wood, see Chapter 11.2)

A client receiving a General Living Allowance who must pay utilities to a utility provider (e.g. SaskEnergy, bulk fuel dealer) is eligible to receive an allowance for the utilities they are required to pay.

A utility allowance may also be provided to the client in cases where the municipality will only establish a utility in the name of the property owner, and the client is not living with the home owner. A copy of the home owner's bill showing an address consistent with the client's address, must be provided. It is the applicant's responsibility to pay the property owner for those costs.

A utility allowance may also be provided to the client in cases where a rental agreement with a local housing authority states that the client is required to pay a utility amount each month in addition to the rent.

Documentation required to receive a utility allowance:

- Current utility bills (not older than 3 months) in the client's and/or spouse's name. If the utility is in the spouse's name only, the spouse must be an eligible family member; or
- Rental agreement, receipt or other shelter confirmation and copy of utility bill from property owner where the municipality requires the utility to be in the property owner's name, and the address shown matches the client's address.

If the client and spouse separate and the utility bills are in the spouse's name, funds for utilities are provided when the client provides documentation that the utility bill has been changed to the client's name.

A client who is eligible for board and room and who pays for a telephone which is in his/her name may be eligible for the telephone allowance.

The utility allowance is not provided if the utility has been paid in the month of application. Example: Applies June 15th and has paid utilities for June. No utility allowances are provided for June.

The utility allowance is provided in full if the utility has not been paid in the month of application. Example: Applies June 25th and has not paid utility for June. The utility allowance is provided and is not prorated.

The utility allowance is prorated if the client moves and establishes a utility need after the first of the month (e.g., client moves June 1, but a utility is not connected until June 3, the utility allowance would be prorated from June 3.)

7.6 Job Start Allowance

An allowance of \$140 is provided to meet expenses related to starting employment. The client is required to provide necessary details concerning work or a possible job by verbal statement. Verbal confirmation includes the name of the employer, the start date, the rate of pay and the date of first pay.

Contact with an employer should only be made with the consent of the applicant, client or spouse if he/she cannot provide the required information.

The client is asked to provide wage information. If it is not forthcoming, the employer may be contacted.

After **Service Delivery Manager's approval**, an allowance of \$140 may be provided to meet expenses related to starting employment in another province. The client is required to provide necessary details concerning work by verbal statement. Request the name of the employer, the start date, the rate of pay and the date of first pay. Ask the client to provide some form of documentation proving the client's employment.

If the client cannot provide proof of employment, the employer in the destination province may be contacted to confirm. Ensure that consent from the client is obtained prior to making any form of contact.

An allowance of \$35 may be provided for costs associated with obtaining identification.

7.6.1 Pre-Employment Allowance

A \$20 allowance is provided to those eligible to participate in, or participating in a pre-employment activity, program or service or require an allowance in order to accept employment.

7.7 Relocation Allowance

The allowance is intended to meet costs associated with moving including moving costs, security deposits and utility deposits.

An allowance may be provided if:

- Relocation outside the community of residence to commence employment and/or training as part of an approved plan. See *Chapter 7.6* above regarding confirmation of employment;
- relocation is required for medical purposes or for safety reasons;
- moving to more adequate or affordable accommodation (e.g., utilities).

7.7.1 Relocation to another province

The relocation allowance is intended to meet expenses associated with relocating to another province, including moving costs, security deposits and utility deposits. **Service Delivery Manager's approval** is required.

A relocation allowance may be provided if the TEA client is relocating to another province to commence employment and/or training as part of an approved plan. The purpose of this financial assistance is to ensure TEA clients have the necessary resources for their relocation and pre-employment needs.

The client is required to provide necessary details concerning work by verbal statement. Request the name of the employer, the start date, the rate of pay and the date of first pay. Ask the client to provide some form of documentation proving the client's employment.

For special circumstances, see Chapter 11.

7.8 Child Care Allowance

An allowance may be provided for private unsubsidized child care based on the established flat rates for half days or full days. The allowance may be provided if the client requires child care in order to participate in employment or pre-employment programs, services or related activities such as, but not limited to:

- appointment with an employment counselor;
- participation in addictions counseling;
- attending job interviews;
- approved training;
- when required in order to accept or maintain employment; or
- to those clients who are waiting for their initial PTA benefit and meet the eligibility requirements for TEA.

If the client's spouse is also participating in pre-employment activities, programs or services which require both parents to be out of the home during the same time period, a child care allowance is provided.

It is expected that if client and spouse are not participating in pre-employment activities during the same time period that child care will be provided by the available family member and no child care allowance is provided.

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Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 22	8.0 Payment of the Allowance	CH 8

Intent

TEA is paid in advance. Clients are expected to receive TEA payments through direct deposits to a bank account. Having a bank account established before employment commences will assist clients with the transition to employment. A written statement of TEA payments is provided to a client. No joint or third party payments are made except in cases where a third party may have cashed a cheque for a client and reimbursement of those funds to the third party vendor is required (see Chapter 9.4).

8.1 Direct Deposit

Payments are made by direct deposit to a client account with a financial institution. Clients are expected to complete a direct deposit authorization form at the time of application. Clients are responsible for payment of any charges related to the administration of their bank accounts.

Clients who have a bank account are expected to return the direct deposit authorization. Clients who do not have a bank account are expected to contact a financial institution and open an account within 60 days of the application.

8.2 Waiving Direct Deposit

Initial TEA benefits may be made by cheque.

Ongoing TEA benefits will be made by direct deposit unless exceptional circumstances exist, as determined and approved by the unit administrator such as:

Garnisheed Account - Client has a garnishee in place or garnishee proceedings have commenced. Client must provide verification of the garnishee.

Remote Area - Client lives in a remote area where there are no accessible banking services. Client's verbal statement may be accepted and recorded on file.

***Special Circumstances** - Reasons that are not included above:

e.g. Client is unable to obtain a bank account. Client will submit a copy of the refusal letter from the bank.

e.g. Client refuses to participate in direct deposit. Written notice from the client stating the reason for not participating is required.

*In cases where the unit administrator has approved the cancellation of direct deposit the requirement of direct deposit will be reviewed upon re-application.

Emergency cheques are issued only when the health and safety of the client are at risk.

8.3 Frequency of Payments

A monthly payment is used wherever possible. After the first payment, TEA may be paid twice monthly or monthly while the client remains eligible. The frequency of payments of the monthly entitlement may be paid to reflect normal employment pay periods in order to prepare the client to accept employment and to budget accordingly.

Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 23	9.0 Lost, Stolen, Not Received Cheques	CH 9

Intent

Since most clients are expected to receive TEA payments through direct deposits to a bank account, assistance to prevent hardship in the event of lost, stolen or not received cheques should seldom be required.

9.1 Initial Process

No action to issue a benefit is taken:

- until three working days following the cheque mailing date if the cheque is not cashed;
- or**
- if more than 30 days have elapsed since the date of issue **and** the cheque has been cashed.

9.2 If the cheque has not been cashed

Benefits may be reissued after the statutory declaration has been taken and a stop-payment has been requested on the cheque.

9.3 If the cheque has been cashed

Should the client acknowledge the endorsement or there is sufficient reason to believe he/she endorsed the cheque, no further action is taken and any duplicate allowance issued to the client for the month is assessed as an overpayment. If the client does not acknowledge the endorsement, a statutory declaration is taken stating this and placed on file.

If less than 30 days have elapsed since the cheque was issued, benefits are issued as required and are not immediately assessed as an overpayment. If more than 30 days have elapsed no additional allowance is issued.

The benefit issued is an overpayment if it is determined the client cashed the cheque.

9.4 Reimbursing third parties

When a vendor inquires about reimbursement for a cheque they cashed for a client, and the cheque subsequently had a stop payment placed on it, the unit administrator assesses each case on its own merit and makes a decision to either:

- create a collections file for the vendor through Financial Services Branch; and/or
- assess an overpayment on the client file.

Payments are made by Financial Services Branch through MIDAS (financial payment system). The unit administrator ensures the actions are documented on the electronic file. If an overpayment results, the client is advised in writing of the amount of the overpayment and the reason for the overpayment.

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Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 24	10.0 Health Benefits	CH 10

Intent

When eligibility for TEA has been established, Category A and Category B clients and eligible family members of a client are nominated for supplementary health benefits. Registered Indians receive health benefits through Health Canada.

10.1 Supplementary Health Benefits

Health benefits are administered by the Ministry of Health. Commitments should not be made on their behalf. Inquiries about health benefits should be directed to Health.

10.2 Nomination for Supplementary Health Services

Category A and Category B clients and eligible family members of a client are nominated for supplementary health benefits.

The following services may be provided: dental, optical, hearing aids, chiropractic, drugs, medical supplies and appliances, and ambulance. **Dental services are restricted for six months.**

Those who are nominated for supplementary health benefits are informed in writing of the nomination and that health benefits are provided only while eligible for TEA.

Clients are advised to present their health card or letter issued by the Ministry of Health to health service providers.

10.3 Temporary Health Coverage

A temporary health form may be approved for eligible TEA clients in cases where an emergency health problem exists and treatment (e.g., drugs) is required immediately.

Procedures:

- The appropriate form is completed.
- An electronic nomination must be processed after a THC form is approved.
- A THC may only be issued for a maximum of 14 days. The effective start date is included in the 14 days.
- Effective and cancellation dates must be on the THC.

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Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 25 and 25.1	11.0 Temporary Assistance in Special Circumstances	CH 11

Intent

Funds may be provided if a client or eligible family member circumstances pose an immediate threat to their health and safety.

11.1 Temporary assistance in special circumstances

The unit administrator may approve temporary assistance in an amount not exceeding \$1,000 in the following exceptional circumstances:

- travel and related expenses required to obtain treatment for a serious medical condition;
- temporary accommodation to persons evicted with little or no notice or to persons whose accommodation has been destroyed by fire or other disaster;
- reinstatement of a utility service if the service is cut off, or continuation of a utility service if the service is about to be cut off.
- other circumstances where an immediate and serious threat to health and safety is evident. (e.g., newborn needs where no other resources are available).

Assistance is not available for minor or emergency home repairs or for home maintenance needs. Clients are expected to cover minor home repairs or maintenance needs through the General Living Allowance. For emergency home repairs, clients may apply to the Saskatchewan Housing Corporation's (SHC) Emergency Repair Program.

The unit administrator may approve temporary assistance in an amount not exceeding \$1000 for the costs of temporary shelter and food up to 14 days to TEA applicants who:

- Are staying in temporary shelter not funded through an emergency shelter services contract with the Ministry;
- have no permanent address;
- are staying in temporary accommodation until they can secure a permanent residence; and,
- do not plan to reside at the temporary address.

The Service Delivery Manager may approve funds up to \$1,000 to TEA clients if they express a need to move to another province for reasons unrelated to employment or training (e.g., family supports, fleeing abuse). Work with the client to gather an estimate of actual estimated costs of the move. Request confirmation or documentation of the supports in the destination province. If the client cannot produce any documentation, request client consent to contact supports.

Actual costs not exceeding \$1,000 may be provided in each exceptional circumstance that arises during the period of time the client is eligible for TEA. Example: A client is granted temporary assistance for utilities in the amount of \$300 and later may be granted \$800 for

medical travel for a seriously ill child. The full amount of each need may be assessed and provided separately.

11.2 Utilities

For oil, propane and wood used for heating, the actual costs of the alternate fuel and delivery are provided to clients receiving a General Living Allowance. Actual costs are verified by a statement or bill. A monthly utility allowance is not provided. (See Chapter 7.5) Where more than one adult is living in the accommodation, the fuel cost will be divided equally *among* the adults living in the accommodation.

Utility Arrears (existing TEA clients)

The unit administrator may approve temporary assistance to cover utility arrears including reconnection or continuation of a utility service that has either been cutoff or is about to be cutoff in cases where:

- The client has made a reasonable attempt to pay their utilities on TEA; and
- The amount of the utility allowance is insufficient to cover the actual costs of the utilities.

Utility arrears are reviewed and actual costs not exceeding \$1,000 may be provided.

Clients accessing temporary assistance for utility arrears are required to:

- Explore equalized utility payments (where appropriate);
- Reduce telephone or other utility costs;
- Consider moving to more affordable housing;
- Connect with money management services where available.

Clients who remain on TEA and identify further utility arrears may be referred to SAP.

Utility Arrears (at application)

Arrears are identified upon applying for assistance.

Applicants accessing temporary assistance for utility arrears are encouraged to explore:

- payment arrangements with utility provider;
- money management services where available.

11.3 School Expenses Allowance

An active TEA file with dependent children, eligible to receive August and/or September TEA benefits may receive the school expenses allowance for each school age child. The allowance is intended to cover all school expenses and supplies during the regular school year.

The school expenses allowance is provided based on the age of the child as of December 31 in a calendar year, as follows:

For each child less than 6 years of age	\$ 50
For each child age 6 to 13	\$ 85

For each child age 14 to 17 \$130

A \$50 School Expenses Allowance is provided for children ages 3 and 4 when they are enrolled in a Ministry of Education Pre-Kindergarten program (a verbal declaration of enrollment is accepted).

11.4 Travel to Attend a Funeral

The unit administrator may approve funds to assist a client to attend a funeral - up to \$200/per funeral.

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Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 26, 27	12.0 Reporting Requirements	CH 12

Reporting Requirements

Client reports are made in writing on a form supplied by the ministry.

12.1 Reporting Changes

Clients must report all changes immediately to the Ministry; including:

- any changes in the family composition or factors relating to the eligibility of family members;
- any offer of employment received by the client or the client's spouse;
- any changes to income, address, the type of the client's accommodation, the number or type of utilities that the client pays for;
- when a client or the client's spouse, who was employed, are no longer employed or the employment has changed (i.e., went from part time to full time);
- when a client or the client's spouse is no longer able or willing to work, to actively seek employment, to participate in a pre-employment program or service;
- acquisition of assets acquired since application or last report; and
- disposal of assets since application or last report.

Clients may report by phone or in writing. A report made by phone must be confirmed in writing within 15 days, unless the unit administrator waives the requirement. Waiving of the written report includes changes resulting in reduced monthly benefit, for example:

- phone disconnects;
- termination of child care benefits.

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Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 27, 28, 29	13.0 Reassessment or Termination of Benefits	CH 13

Intent

TEA benefits may be reassessed or terminated based on client circumstances. Clients are notified in writing of any reassessment or termination of allowances.

13.1 Reassessment of Benefits

TEA eligibility is reassessed if changes in circumstances affect the amount to which the client is entitled.

13.2 Termination of Benefits

TEA benefits may be terminated for any client if:

- the client or the client’s spouse obtains employment and fails to report it;
- the client refuses, without reasonable cause, to accept available employment that he/she is capable of performing;
- the participating spouse refuses, without reasonable cause, to accept available employment which he/she is capable of performing.

TEA benefits may be terminated to a client if:

- the client fails to submit a written report related to changes in circumstances or as required each month;
- changes in circumstances affect the eligibility of the client to receive TEA;
- the client is not able to work, actively seek employment, participate in a pre-employment program or service or the client fails to work, actively seek employment, participate in a pre-employment program or service;
- if the participating spouse is not able to work, actively seek employment, participate in a pre-employment program or fails to work, actively seek employment, participate in a pre-employment program service;
- the client fails to submit a written report regarding changes in circumstances, unless the unit administrator has waived the written requirement.

In exceptional circumstances, the unit administrator may waive the reporting requirements. Exceptional circumstances include, but are not limited to, situations such as hospitalization of the client or eligible family member, natural disaster (fire/flood), postal disruption.

13.3 Notice of change in amount, termination

Written notice of a change or the termination of TEA benefits is to be given to the client by the Ministry and a chronological recording documented on the electronic file.

13.4 File Closure

Files are closed:

- when a client no longer has a budget deficit;
- when benefits are terminated in accordance with Regulation 28;
- when no benefits have been issued for 30 days (The effective closure date is the last day of the month assistance was issued whether or not the client was entitled to those benefits);
- immediately in the case of the applicant's death, marriage/common-law of the applicant and the spouse is not being added to the TEA file *or when a client requests their file be closed so they may make application to the Saskatchewan Income Support (SIS) program;*
- when the applicant has left the province;
- when 15 days has elapsed following a Regional Appeal Committee hearing where the decision was to deny benefits; or
- immediately following the date of interim assistance following a Social Services Appeal Board decision to deny benefits.

Clients are notified in writing of the file closure (except in the case of death) and any outstanding overpayment.

Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 30, 31, 32, 33	14.0 Reconsideration and Appeals	CH 14

Intent

Clients have the right to appeal decisions made by Ministry employees.

14.1 Reconsideration

Within 15 days of being notified of a decision, a client may ask the unit administrator to reconsider a decision regarding the:

- assessment or reassessment of benefits
- termination of benefits
- assessment of an overpayment

Upon receipt of the request to reconsider a decision, the unit administrator reviews the case within 7 days to determine if an error has been made.

Appropriate corrective action is taken if an error was made and clients are advised in writing. Clients wishing to withdraw the appeal may do so verbally or in writing.

If no error was made, the unit administrator schedules a Regional Appeal Committee hearing within 15 days of the reconsideration decision, and advises the client in writing regarding date, time and location of the hearing.

14.2 Appeal

Calendar days are calculated as follows:

- In the calculation of the appeal period the first day shall be excluded and the last day shall be included.
- If the appeal period expires on a holiday the time is extended to the next day that is not a holiday.
- If the appeal period expires on a day when a business office is not open the time is extended to the next day on which the office is open.

The following format is used for the Ministry's report to the appeal committee:

Date of Appeal

Name

Address

Birth Date

Marital Status

Ages of dependants

Background (related to issue being appealed)

Education, Employment History, Vocational Goals (if relevant to issue being appealed)

Present Situation

Applicable Act, Regulation and Policy references

Reason for Appeal

Reason for Ministry's Decision

Budget entitlement

The Ministry report includes information from the staff person most familiar with the client, and should only reflect information which bears directly on the issue(s) under appeal. If information or documents from a named source are part of the report his/her consent is obtained.

A copy of the report is provided to the client three working days prior to the hearing.

Appeals may be conducted by teleconference/speaker phone call, or in person, as determined by the unit administrator and the Regional Appeal Committee chairperson. The Regional Appeal Committee may convene at the most convenient office location to hear the appeal by teleconference/speaker phone call.

If held by teleconferencing/speaker phone call, the client, Ministry representatives and other participants (witnesses, advocates) will be provided a telephone number to call at the scheduled hearing time by the Regional Appeal Committee secretary.

Clients are provided a fax number to submit written evidence or they may submit it to the nearest regional office for distribution to the Regional Appeal Committee chair and Ministry representatives.

If clients cannot participate in the hearing they may have someone do so on their behalf.

The Regional Appeal Committee may wish to consult with Ministry officials on technical matters.

If the client or the Ministry wishes an adjournment this request is provided, generally in writing but a verbal request by the client may be considered, to the chairperson of the Regional Appeal Committee. Appeals should be resolved as quickly as possible.

Secretarial services and teleconferencing charges are provided by the ministry.

Decisions made by the Regional Appeal Committee are binding unless overturned by the Social Services Appeal Board.

14.3 Further Appeal

Clients or the unit administrator who are dissatisfied with a decision of the Regional Appeal Committee have the right to appeal to the Social Services Appeal Board.

The appeal must be received within 15 calendar days from the date the Regional Appeal Committee's decision is given in writing.

If the client appeals after 15 days, the request is filed with the Board chairperson who advises the client that a hearing cannot proceed because the time period has lapsed.

If the circumstances changed since the Regional Appeal Committee hearing, the client or Ministry may wish to withdraw the appeal. This must be done in writing to the Board Chairperson.

Client appeals are made in writing to the unit administrator. Unit administrator appeals are made in writing to the Social Services Appeal Board (SSAB). The unit administrator forwards a completed Request for Appeal form (1069) to the secretary of the SSAB. This request may be made by email as long as all information on the 1069 form is provided to the secretary. Appeals for Northeast, Northwest and Centre committees are based in Saskatoon. Those for Southeast and Southwest committees are heard in Regina.

The following material is to accompany the Request for Appeal:

- The letter sent to the client informing of the decision and right to appeal.
- The client's letter requesting a Regional Appeal hearing.
- The ministry's report prepared for the Regional Appeal hearing and documents presented to the Regional Appeal Committee.
- The summary of the Regional Appeal Hearing includes: client information (name, address); those present at the hearing (names and capacity); reason for appeal; client's position; ministry's position; decision (direct quote from the Regional Appeal chairperson) and typist initials.
- The letter to the client conveying the decision of the Regional Appeal Committee.
- The client's letter requesting a hearing before the SSAB.
- Any other documents or information submitted by the client and/or ministry representatives.

When the SSAB receives a Request for an Appeal form an appeal hearing is scheduled within 15 calendar days from the date it is received by the unit administrator.

If the client or the Ministry wishes an adjournment this request is provided, in writing, to the chairperson of the SSAB. Appeals should be resolved as quickly as possible.

The SSAB notifies the client and the Ministry of the time, date and place of the hearing.

Appeals may be conducted by teleconference/speaker phone call, or in person, as determined by the unit administrator and the Board Chairperson.

If held by teleconference/speaker phone call, the client, ministry representatives and other participants (witnesses, advocates) will be provided a telephone number to call at the scheduled hearing time by the secretary of the SSAB.

Clients are provided a fax number to submit written evidence or they may submit it to the nearest regional office for distribution to the Board chairperson and ministry representatives.

The minutes of the Regional Appeal Committee hearing are made available to the client/advocate.

If clients cannot participate in the hearing someone may do so on their behalf.

Ministry representatives, including the staff member most familiar with the client, participate in hearings.

Decisions made by the SSAB are final unless subsequently appealed and overturned by the Court of Queen's Bench on matters of law.

14.4 Interim Assistance

The amount of an interim allowance is:

- the total of a General Living Allowance and a utilities allowance prorated from the date the request for an appeal was received up to the end of the 7-day reconsideration period. If the appeal is not resolved at the reconsideration period, then further interim may be provided prorating the General Living Allowance and the utility allowance from the end of the reconsideration period to the date of the regional appeal hearing; or
- a board and room allowance prorated from the date the request for an appeal was received up to the end of the 7-day reconsideration period. If the appeal is not resolved at the reconsideration period, then further interim may be provided prorating the board and

room allowance from the end of the reconsideration period to the date of the regional appeal hearing.

If an applicant or client is granted an interim allowance, the interim allowance to which the applicant or client is entitled is calculated from the date of his or her application. If the interim allowance is applied for after the start of a month, the interim allowance is prorated based on the number of days in the month for which the applicant or client is eligible to receive the interim allowance.

If exceptional circumstances exist, an additional allowance up to \$500 may be approved by the unit administrator. Exceptional circumstances are those where there is an immediate risk to the health and safety of the client and eligible family members.

14.5 Concurrent TEA and SAP appeals

At the discretion of the Regional Appeal Committee chairperson, a SAP hearing and a TEA hearing may be held concurrently if the client appeals a decision under SAP before an appeal hearing under TEA has been held.

Time period requirements for regional appeals must be met.

Legislative Authority	Subject	
Saskatchewan Assistance Act Sections 29.3, 29.5	15.0 Overpayments	CH 15

Intent

An overpayment is any allowance provided to which a client is not entitled. An overpayment is recovered from future entitlement or other means.

15.1 Overpayment Defined

The amount paid in excess of entitlement is calculated as an overpayment:

- if an allowance was paid during a period when a budget deficit did not exist;
- if an allowance was paid in excess of the amount permitted;
- if the client was ineligible for other reasons.

Outstanding overpayment balances are not transferred between TEA and SAP files.

15.2 Posting and Notification of Overpayment

An overpayment is assessed and posted on the electronic file. The client is notified in writing of the reason, the amount and the specific details concerning the overpayment. The client is notified in writing if the amount is changed for any reason or recovered in full. If the allowance is cancelled and the overpayment has not been fully recovered the client is notified, in writing, indicating the amount of the outstanding balance. Voluntary repayment is also requested. The client is advised of the Canada Revenue Agency refund set-off process by Financial Services Branch.

15.3 Recoveries

Overpayments are recovered at a rate of \$30 per month. More than \$30 per month may be recovered if the client wishes to do so. The request can be made verbally or written.

Overpayment recoveries are not made from the initial benefit, which includes benefits paid in the month of application and the following month.

15.4 Suspected Fraud

If it appears that a client deliberately gave false information or withheld information in order to receive an allowance to which he or she was not entitled, the case is reviewed with the supervisor and Quality Assurance Unit to determine if referral to the police is appropriate. If so, the Quality Assurance Manager approves the case to be sent to the appropriate law enforcement agency after ensuring written notification was sent to the client advising of the right of appeal regarding the overpayment assessment, and the appeal process has been completed or the time period to appeal has passed.

The following criteria are considered in determining whether the case is referred to the Quality Assurance Manager:

- length of time over which the alleged fraud occurred;
- the intent to commit fraud by the client;
- the Ministry's due diligence in ensuring the client was informed of the reporting requirements; and
- assessment of the case by the Ministry.

15.4.1 Fraud Convictions

When clients are convicted of fraud they are obliged to repay the full amount of any overpayment resulting from the fraud. If restitution is ordered the amount paid through restitution is deducted from the overpayment. The overpayment remains until the total amount is repaid in full, whether or not the client serves a period of incarceration, restitution is ordered in a different amount, or other similar circumstances.

Legislative Authority	Subject	
Transitional Employment Allowance Regulations	16.0 Documentation Requirements	CH 16

TEA Program Verification and Documentation Requirements

Condition	Verification	Documentation	Policy Reference
Application and declaration confirmed	Client's verbal statement should be noted in a chronological recording.	Application, declaration, consent form completed and signed by client Direct deposit authorization completed and signed	CH 2
Support - pursuit	Verbal statement from client		CH 2.2
Assets	Disposal of assets prior to application: Verbal statement from client regarding asset, date of disposal, amount and what money was used for.	Assets declared at application: Cash and liquid - bank statements <i>for accounts with funds greater than \$50</i> , statement from financial institute for all other liquid assets e.g. bonds, stocks, RRSP's etc. Disposal of assets after application: Receipts, bill of sale, or other verifying documentation.	CH 3.2
Income	Disposal of income prior to application: - Verbal statement from client regarding source, date, amount and expenditures. - Verbal statement from client regarding date and amount of last assistance from band or other province. Income after application: Verbal statement from client for board and room, rental income and up to \$200 per month in casual earnings (e.g. lawn mowing, snow shoveling or other periodic work). (Effective August 1,2010)	Income declared at application and anytime thereafter: Hard copy of all non-exempt income - e.g. pay stub, statement which includes a submission of a Change Form documenting this income. Verbal report may be accepted with follow up of the report in writing within 15 days.	CH 3.5
Identification	Verbal statement by client of HSN for client and spouse (if applicable). If not available, must be provided within 60 days. Verbal statement by client of HSN for all eligible children.	If either the SIN or the HSN is not available at the application signing, the applicant must provide: <ul style="list-style-type: none"> • verification of an application for a SIN; and/or • verbal confirmation from the applicant that an application has been made to Saskatchewan Health. 	CH 5.2

Condition	Verification Client's verbal statement should be noted in a chronological recording.	Documentation	Policy Reference
General Living Allowance, Board and Room, Personal Living Allowance	- Client verbal statement for Personal Living Allowance - Client verbal statement for temporary accommodation - e.g. Salvation Army, YM/YWCA, etc. - Client verbal statement for Board and Room as confirmed on Application or on Report form.	Renters: - rent receipt, Home owners: mortgage loan papers, certificate of title, agreement for sale, home insurance and tax statement. If not provided allow board and room for initial benefit.	CH 7.1, 7.2, 7.3
Northern Food Allowance	- client address		CH 7.4
Utilities		<ul style="list-style-type: none"> • Utility bills in client or eligible spouse name at application or change of address. Bills are acceptable if they are not more than 3 months old and are for the declared address. • Rental agreement, receipt or other shelter confirmation and copy of utility bill from property owner where the municipality requires the utility to be in the property owner's name. 	CH 7.5
Employment related allowances	Job Start Allowance - verbal statement from client and verbal statement from client for allowance for identification		CH 7.6, 7.6.1
Relocation allowance	Verbal Statement from client for starting a job		CH 7.7
Child Care Allowance	Verbal Statement from client for starting a job		CH 7.8
Direct deposit		Direct deposit authorization	CH 8.1
Lost or stolen or not received cheque		Statutory Declaration	CH 9
Temporary assistance in special circumstances.	Verbal statement from client	Temporary accommodation - notice of eviction Utilities - final or cutoff notice	CH 11.1
Alternate fuel	Verbal Statement from client	Receipt, statement or bill for purchase/fill	CH 11.1
Changes in circumstances Category A & B		Change report form	CH 12.1
Reporting requirements		Report form every month	CH 12.2
Advising re: eligibility and change in		Written notice from Ministry	CH 13

Condition	Verification Client's verbal statement should be noted in a chronological recording.	Documentation	Policy Reference
amounts			
File Closure		Written notice from Ministry	CH 13. .4
Reconsideration & appeals		Written notice from Ministry	CH 14
Advising of Overpayments		Written notice from Ministry	CH 15.1

No verification or documentation required for exempt income per Regulation 8

- Saskatchewan Employment Supplement
- Child Benefit Adjustments
- Rental Housing Supplement and Disability Housing Supplement
- Payments for foster children made by the ministry or INAC
- Payments for young offenders committed to open custody
- Canada Child benefit
- A refund of the GST or the Saskatchewan Sales Tax Credit
- Any employment income from eligible dependent children

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Legislative Authority	Subject	
Transitional Employment Allowance Regulations	17.0 Delegation of Authority	CH 17

The approval decision is recorded in writing.

Approval Items	Regulation Reference	Approval Level
Waive requirement for a new application if 30 days has passed	Policy – Chapter 2 Intent	2
Excess asset	Subsection 2 (h) (ii)	3
Spouse assessed as able to work or participate in pre-employment programs and services	Subsection 2 (k)	1
Approved pre-employment programs and services	Subsection 3 (a) and (b)	3
Resources not adequate to meet needs	Clause 5(1) (iii)	1
Explore every possibility of providing for needs	Clause 5 (1) (iv)	1
Category A - available for employment and expected to become self-sufficient - Able to participate in pre-employment programs or receive pre-employment services	Clauses 5 (4) (a) (i) and (ii)	1
Spouse able to accept employment or participate in pre-employment program or receive pre-employment service or seek employment	Clauses 5 (4) (b)(i), (ii) and (iii)	1
Category B to be self-sufficient within 3 months	Subsection 5 (5)	1
Determining budget deficit	Subsection 7 (1) and (4)	1
Disposal of Assets prior to application	Clause 7(1)(e)	2
Reimbursement of third parties	Policy 9.4	3
Provide information required at application	Clause 12 (1) (a)	1
Accept evidence of application for HSN	Subsection 12 (2)	1
Application discontinued unless exceptional circumstances	Subsection 13(2)	3
Waive Emergency SAP benefit considered as income	Section 14	2
Excess income prior to application	Subsection 15 (2)	2
<i>Employment-related costs - Job Start, identification and Pre-Employment Allowance</i>	Subsection 19 (1) and (2)	1
Relocation allowance – employment/training related	Section 20	1
Relocation allowance - exceptional circumstances	Section 20	3
Child care costs	Subsection 21(1) and (2)	1
Lost, stolen or forged cheques	Subsection 23(1),(2) and (3)	2
Waive direct deposit	Subsection 22 (1) Policy 8.2	2
Temporary assistance in special circumstances – alternate fuel	Subsection 25(1)	2
Temporary assistance in special circumstances	Subsection 25 (1)	3
Waiver of written notice when verbally reporting a reduction in needs	Subsection 26(7)	1
Waive bank documentation requirement for initial benefit	Subsection 12(1)(a)	2
Reassessment	Section 27	1
Termination - all clients	Subsection 28(1)(a) and (b)	1
Termination - Category A clients	Subsection 28 (2)	1
Termination - Category B clients	Subsection 28 (3)	1
Suspected fraud-referral to police	Subsection 28 and 29	3
Reconsideration	Subsection 30 (1) and (2)	2
Appeal	Subsection 31 (1)	3
Further Appeals	Subsection 31 (5)	3
Interim Allowance -reconsideration	Subsection 33(1)	2
Interim Allowance-appeal and further appeals	Subsection 33 (1)	3
Interim Allowance - exceptional circumstances	Subsection 33(5)	3

Level 1 approval - Client Service Centre Income Assistance Workers

Level 2 approval - Client Service Centre Income Assistance Supervisors and Assistant Supervisors; Managers

Level 3 approval - Manager, Client Service Centre; Assistant Manager, Client Service Centre; or assigned designate

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Legislative Authority	Subject	
Transitional Employment Allowance Regulations	18.0 Program Rates – July 1, 2017	CH 18

	General Living Allowance					Board and Room Allowance	Personal Living
	Tier A	Tier B	Tier C	Tier D			
1 Adult	\$563	\$524	\$494	\$468	1 Adult	\$310	\$95
2 Adults	\$1,057	\$971	\$920	\$825	2 Adults	\$620	\$190
Single Parent - 1 or 2 children - 3 or 4 children - 5 or more children	\$946 \$1,008 \$1,084	\$824 \$885 \$959	\$798 \$862 \$925	\$664 \$715 \$792	Single parent - 1 child Two parents - 1 child	\$420 \$705 (plus \$85 for each additional child)	
2 Parents - 1 or 2 children - 3 or 4 children - 5 or more children	\$1,181 \$1,243 \$1,319	\$1,059 \$1,120 \$1,194	\$1,033 \$1,097 \$1,160	\$899 \$950 \$1,027			

General Living Allowance benefits are for food, clothing, household needs (including furniture, appliances and household supplies), personal needs, transportation (including school transportation, public transit pass or costs associated with owning a vehicle), and for shelter (including rent, mortgage, taxes, insurance, condominium fees, lot rental, homeowner's maintenance). Applicants who have not already paid for accommodation in the month of application - the amount of the general living allowance is reduced by \$8.50 per day for every day from the first day of the month to the day prior to the date of application.

Board and Room - Allowance for cost of accommodation, food, clothing, personal needs and incidental expenses.

Personal Living Allowance of \$115 for adults in accommodations where room and food are provided for. Children receive \$55 when residing in safe shelters.

Tier A - Estevan, Lloydminster, Regina, Saskatoon, Allan, Asquith, Balgonie, Belle Plaine, Bradwell, Buena Vista, Clavet, Colonsay, Dalmeny, Delisle, Disley, Dundurn, Edenwold, Elstow, Grand Coulee, Langham, Lumsden, Lumsden Beach, Martensville, Meacham, Osler, Pense, Pilot Butte, Regina Beach, Shields, Thode, Vanscoy, Warman, White City

Tier B - Creighton, Kindersley, La Loche, La Ronge, Macklin, Melville, Prince Albert, Rosetown, Weyburn, Yorkton

Tier C - Battleford, Fort Qu'Appelle, Humboldt, Meadow Lake, Melfort, Moose Jaw, Nipawin, North Battleford, Swift Current, Watrous

Tier D - Other towns and rural areas.

	Tier A, B, C & D			
Telephone	\$30			
Power/Electricity				
1st person base amount	\$84			
Additional amount per person	\$13			
Maximum amount for 5 or more persons	\$136			
Energy/Home Heating				
1st person base amount	\$93			
Additional amount per person	\$8			
Maximum amount for 5 or more persons	\$125			
Water	Tier A	Tier B	Tier C	Tier D
1st person base amount	\$30	\$30	\$25	\$20
Additional amount per person	\$6	\$6	\$5	\$2

Maximum amount for 5 or more persons	\$54	\$54	\$45	\$28
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Child Care (children under 13) Per Day Required		
	Private (Unsubsidized)	
	Half day – 5 hours or less	Full Day – more than 5 hours
1 child	\$10	\$20
2 children	\$14	\$27
3 children	\$17	\$34
4 or more children	\$21	\$41

Relocation Allowance	
1 Adult	\$498
2 Adult	\$857
Families	
1 - 2 children	\$981
3 - 4 children	\$1,043
5 or more children	\$1,119

<p>Other Allowances</p> <p>Northern Food Allowance - a monthly benefit to meet the additional costs of living in northern communities (\$50 per eligible family member)</p> <p>Pre-Employment Allowance - a monthly benefit for activities related to pre-employment programs and services (\$20 per eligible adult family member)</p> <p>Job Start Allowance - a benefit paid for expenses incidental to commencing employment such as work clothing. (\$140 per eligible adult family member) and/or a benefit paid for expenses incidental to purchasing documents necessary to obtain identification (\$35 per eligible adult family member) (effective July 1, 2011)</p>
