

# Saskatchewan Income Support Program

## Policy Manual

September 1, 2026

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| <b>Chapter 1</b>                        | Legislative Authority                              |
| <b>Definitions</b>                      | <i>The Saskatchewan Income Support Regulations</i> |

## 1. Definitions

### Intent

Chapter 1 provides a list of definitions for terms used throughout the manual. Definitions are based, whenever possible, on *The Saskatchewan Income Support Regulations* and are listed in alphabetical order.

### Definitions

**Act** means The Saskatchewan Assistance Act.

**Agreement for sale** means a situation where rental payments are applied to the purchase price of a property for a specified period of time.

**Appeal board** means an appeal board established pursuant to subsection 10(2) of The Social Services Administration Act.

**Appeal committee** means an appeal committee established pursuant to subsection 10(1) of The Social Services Administration Act.

**Applicant** means the individual who applies on behalf of him or herself or on behalf of their household for SIS benefits.

**Application** means the form provided by the ministry that an individual must complete in order to be considered eligible for SIS benefits.

**Bankruptcy** means the legal process under the Bankruptcy and Insolvency Act, by which someone may have their debts forgiven.

**Benefits** means a payment provided in accordance with *The Saskatchewan Income Support Regulations*. Benefits are referred to as SIS benefits.

**Client** means an individual/household currently deemed eligible to receive or receiving SIS benefits.

**Case planning** means any activities determined by the ministry that will assist clients to become as self-sufficient as possible. The case plan is called an individualized plan.

**Change in the client's circumstances** means a change in:

- the client's financial resources;
- the client's address;

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- relationship or spouse/partner status;
- the number of the client's dependants;
- the client's needs; or
- service level assessment.

**Categories of individuals** means classes or specific groups of individuals that are not members of the same household.

**Child** means individual who is under 18 years of age. An individual who turns 18 years of age will be considered a child during the entire month of their birthdate.

**Community Training Residence** means a residence where a custodial sentence can be served outside of a secure facility.

**Decision maker** means the person authorized to make decisions respecting funeral arrangements (e.g., next of kin, other relative or friend).

**Dependant** means:

- the spouse/partner of a client, unless that spouse/partner is living separate and apart from the client; and
- any child of an individual or of his or her spouse/partner unless that child is living separate and apart from the client or unless that child is not dependent on the client and his or her spouse/partner for support.

**Disaster** means an event made or caused by human beings such as a fire or sewage back-up or a natural event such as a flood, earthquake or tornado that causes damage or loss.

**Endorsement** means a signature or stamp on a cheque, which can be either the client, trustee, or third party.

**Financial resources** mean the monthly income, liquid assets and non-exempt assets as determined in accordance with the *Saskatchewan Income Support Regulations*.

**Health services number** means a unique number assigned to an individual who is registered as a client to receive insured services pursuant to The Saskatchewan Medical Care Insurance Act.

**Household** means:

- the applicant/client;
- the applicant/client's spouse/partner, if any; and

|                                         |                                                    |
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- the children, if any, of the client or their spouse/partner, including any children currently in the care of the eligible household member or their spouse/partner, but not including children who:
  - are living separate and apart from the eligible household member and their spouse/partner; or
  - are not dependent on the eligible household member and their spouse/partner for support; and
  - any other children, who in the minister's opinion, are living with the applicant/client and the applicant/client's spouse/partner, if any, and are dependent on the applicant/client and the applicant/client's spouse/partner, if any, for support.

**Household member** means a member of the household.

**Immediate family member** means a client's grandfather, grandmother, mother, father, brother, sister, son, or daughter.

**Liquid asset** means:

- cash on hand;
- an amount on deposit in a financial institution or held by a third party that must be paid to a household member upon demand;
- a debt held by a third party that must be paid to a household member on demand;
- the realizable value of:
  - a stock, bond, share in a corporation or other security;
  - a mortgage or agreement for sale;
  - a bequest pursuant to a will;
  - an award of damages pursuant to a court decision;
  - a settlement of a claim;
  - an accessible pension fund (including RRSPs);
  - money held in trust which is accessible; and
  - cryptocurrency
- the cash surrender value of a life insurance policy in excess of \$1,500.

**Maintenance** means money that one spouse pays to the other spouse for their financial support or the support of their children following a separation or divorce. Maintenance is usually paid on a monthly basis, but it can be paid as a lump sum.

**Net income** means gross income minus mandatory deductions. Voluntary deductions are calculated as part of the net income.

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| <b>Definitions</b>                      | <i>The Saskatchewan Income Support Regulations</i> |

**Non-exempt asset** means any asset not explicitly exempt.

**Northern Saskatchewan Administration District** means the area of Saskatchewan described in The Northern Saskatchewan Administration District Boundaries Regulations.

**Personal assets** means items such as vehicles, furniture, appliances, jewelry, computers.

**Primary residence** means a structure on a fixed permanent foundation where the client lives most of the time. A mobile home or trailer may also be considered a primary residence, if it is skirted and permanent on an owned lot or permanently located in a park for mobile homes.

**Real property** includes houses, cottages, hunting lodges, farmland, occupied or unoccupied lots/land, etc. whether or not that property is located in Saskatchewan. The only real property that is an exempt asset is the primary residence of the applicant/client.

**Recurring income** means income that does not fluctuate and is expected each month, such as government benefits.

**Requisition** means an official document provided by the ministry that can be used in exchange for goods or services (e.g., groceries).

**Resettled Refugees** means refugees that are either “Government-assisted” or “Privately-sponsored” and brought to Canada to live as a permanent resident. These refugees receive financial benefits from Immigration Refugees and Citizenship Canada (IRCC) or the private sponsor for the first year in Canada or until they are placed in full-time employment.

**Refugee Claimants** means claimants that have arrived in Canada and apply for refugee status. They are allowed to remain in Canada until their refugee application is heard by IRCC.

**Self-employed** means working for oneself as a freelancer or owner of a business. Income derived from this work, or the business is considered self-employment income.

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**Social insurance number** means a valid social insurance number assigned pursuant to the authority of any Act of the Parliament of Canada.

**Spouse/partner** means the spouse/partner of an applicant/client as defined by The Family Maintenance Act, 1997; or,

- if the applicant/client does not have a spouse/partner in accordance with the above or is living separate and apart from his or her spouse/partner in accordance with the above, another individual who cohabitates with the client:
  - for a period of not less than three months and shares financial resources with the individual;
  - represents himself or herself as the spouse/partner of the applicant/client or as a parent of a child of the client;
  - is a parent of a child of the applicant/client; or
  - for any purpose identifies the applicant/client or a child of the applicant/client as his or her dependent.

**Tenancy Agreement** means an agreement between a property owner (or agent of the property owner) and tenant, where the tenant agrees to pay rent to occupy a rental unit.

**Transient** means an individual or household who is temporarily in the province and not receiving income assistance benefits from Saskatchewan. Saskatchewan residents without a fixed address, who lack the means to pay for their immediate needs, and are not already receiving income assistance, may also be considered transients.

**Wages** means a payment for work made by an employer to an employee.

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| <b>Chapter 2</b>                        | Legislative Authority                              |
| <b>Format of the Manual</b>             | <i>The Saskatchewan Income Support Regulations</i> |

## 2. Format of the Manual

### Intent

The manual is a companion document and is used in conjunction with the *Saskatchewan Income Support Regulations*. *Italics* are used to identify amendments.

### 2.1. Chapter Organization

Each chapter deals with the subject division of the *Saskatchewan Income Support Regulations*.

### 2.2. Numbering

The composition of the manual is sub-divided into:

|          |                                                                    |
|----------|--------------------------------------------------------------------|
| Chapters | Chapters are divided into sections                                 |
| Sections | Sections are identified by numbers (e.g., 2.2, 2.3, .2.3.1., etc.) |

Ministry forms are numbered and are referred to by number in this manual.

### 2.3. Verification/Documentation Requirements

Each section, when required, will identify the verification/documentation requirements as follows:

| <b>Policy</b>                                    | <b>Verification/Documentation</b>                                                                                   |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Section that requires verification/documentation | <ul style="list-style-type: none"> <li>Information that is required for the policy to be properly issued</li> </ul> |

### 2.4. Delegation of Authority

Each section will identify the required delegate for approval beyond the worker level, if required

| <b>Policy</b>                  | <b>Approval Required</b>                                                        |
|--------------------------------|---------------------------------------------------------------------------------|
| Section that requires approval | Delegate with authority to approve the SIS benefits (e.g., Supervisor, Manager) |

|                                         |                                                    |
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| The Saskatchewan Income Support Program |                                                    |
| <b>Chapter 3</b>                        | Legislative Authority                              |
| <b>Vision Statement and Intent</b>      | <i>The Saskatchewan Income Support Regulations</i> |

### 3. Vision Statement and Intent

#### **Vision Statement**

The Saskatchewan Income Support Program (SIS) is a program of last resort to provide financial assistance for people to meet their basic needs while they take steps to transition to self-sufficiency to the best of their abilities.

#### **Legislative Authority**

*The Saskatchewan Assistance Act* is the legislative authority which provides for the granting of benefits to persons in need. The Act authorizes the SIS program as an income-tested program.

*The Saskatchewan Income Support Regulations* provides the legislative authority to administer SIS, including the determination of eligibility, amount of SIS benefits, the conditions under which SIS benefits are ended or reduced and the conditions in which appeals can be made.

#### **Intent**

The intent of the SIS Policy Manual is to describe the ministry's interpretation of *The Saskatchewan Income Support Regulations* and the guidelines for how to deliver the program.

|                                         |                                                                            |
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| The Saskatchewan Income Support Program |                                                                            |
| <b>Chapter 4</b>                        | Legislative Authority                                                      |
| <b>Application for Benefits</b>         | <i>The Saskatchewan Income Support Regulations<br/>Section 2-1 and 3-5</i> |

## 4. Application for Benefits

### Intent

This chapter describes the manner in how someone may apply for Saskatchewan Income Support (SIS) benefits and how the eligibility date of an applicant is determined.

### Policy

The ministry requires that someone wanting to apply for SIS benefits must complete an application to the ministry in the manner described below. Applications are to be made online or by telephone. Applicants wishing to apply in-person at a local service centre will be directed to either apply online or over the phone. However, applicants may use a computer or telephone at the service centre to apply online or over the phone. Staff will be available to provide assistance in applying if the applicant requires.

In exceptional circumstances where internet and phone lines are not in service, a paper application can be taken in person at a local service centre.

#### 4.1. Application Online – Regulations Section 2-1

To apply for SIS benefits online, an applicant must have a Saskatchewan.ca account. If an applicant does not have a Saskatchewan.ca account, they are not able to submit an online application and should apply over the phone through the Client Service Centre.

The application must be completed in full, submitted and authorized through the applicant's Saskatchewan.ca account. Applicants are not required to provide an in-person signature in order to authorize their application and receive SIS benefits.

#### 4.2. Application Over the Phone – Regulations Section 2-1

To apply for SIS benefits over the phone, an applicant will contact the Client Service Centre. Applicants are required to provide information pertaining to their personal circumstances, provide consent, and authorize their application over the phone in order to receive SIS benefits.

All mandatory questions on the application must be completed in full and received by the ministry in order to be eligible for SIS benefits.

#### 4.3. Complete Application and Consent

The date of application is defined as the date a complete application is submitted by the applicant to the ministry, including the applicant's completion of the ministry's consent form. An application is considered *complete* when all the mandatory information in the application form is completed and submitted in full.

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| <b>Application for Benefits</b>         | <i>The Saskatchewan Income Support Regulations</i><br><b>Section 2-1 and 3-5</b> |

The applicant and the applicant's spouse, if any, confirm the application and provide consent. If an application is not completed within 15 days, a new application is required.

When an applicant calls the ministry's Client Service Centre and has someone help them complete the application on their behalf, the applicant, or someone who has authority to act on their behalf, (e.g., power of attorney), must give consent to proceed with the application.

#### **4.4. Incomplete Applications**

If an application is submitted online through the applicant's Saskatchewan.ca account but is missing required information to determine eligibility, the ministry may contact the applicant to discuss the required information. Applicants have 30 days from the day they submitted an application for benefits to provide the ministry with the required information.

#### **Verification/Documentation Requirements**

| <b>Policy</b>                                                                                 | <b>Verification/Documentation</b>                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.1. Complete Application and Consent – Authority to provide consent on behalf of the client. | <ul style="list-style-type: none"> <li>Verbal verification from individual with legal authority to act on behalf of the client (e.g. power of attorney, court appointed Property Guardian, an official of the Public Guardian and Trustee office)</li> </ul> |

#### **Delegation of Authority**

| <b>Policy</b>                                           | <b>Approval Required</b> |
|---------------------------------------------------------|--------------------------|
| 4.4. Granting extension for application beyond 15 days. | Supervisor               |

|                                         |                                                                                      |
|-----------------------------------------|--------------------------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                                      |
| <b>Chapter 5</b>                        | Legislative Authority                                                                |
| <b>Eligibility</b>                      | <i>The Saskatchewan Income Support Regulations<br/>Section 2-1, 2-4, 2-5 and 3-5</i> |

## 5. Eligibility

### Intent

This chapter outlines the requirements an applicant must meet to be eligible for the Saskatchewan Income Support (SIS) program.

### Policy

The ministry has certain criteria that an applicant must meet in order to be eligible to receive SIS benefits. Clients in receipt of SIS benefits must continue to meet these requirements to maintain eligibility.

#### 5.1. Eligibility Criteria – Regulation Sections 2-1 and 2-4

To be considered eligible for SIS, an applicant must have submitted an authorized application form through their Saskatchewan.ca account and:

- Physically reside in Saskatchewan;
- Be a Canadian citizen, permanent resident, a refugee claimant, or when refugee claim has been denied but is subject to a removal order that cannot be executed, or are in Canada under the Canada Ukraine Authorization for Emergency Travel;
  - Privately sponsored refugee/permanent resident/Canadian citizen are not eligible during the sponsorship undertaking unless requirements in policy 5.2 are met;
- Be 18 years of age or older; and
- Have combined assets and income (see Chapter 6 Income and Chapter 7 Assets) less than the total of SIS benefits that would be available to that household.

In addition, applicants are required to:

- Provide their Social Insurance Number (SIN) and Saskatchewan Health Services Number (HSN) at application. If they do not possess a SIN or HSN they must confirm they have submitted an application for their SIN and HSN prior to SIS benefits being issued. Both SIN and HSN must be provided within 30 calendar days of submitting the application. If a SIN starts with 9, 8, or 0 or cannot be obtained in 30 calendar days, the client must provide documentation from Immigration Refugees and Citizenship Canada to verify conditions of entry and residency status.
- Submit supporting documents (e.g., bank statement, rental contract, mortgage documents) as outlined in Chapter 6 Income and Chapter 7 Assets within 30 calendar days of submitting the application.
- Satisfy the ministry they have explored every possibility of providing for their needs, including applying for any benefits provided by any other ministry or agency that they or their spouse/partner may be eligible to receive.

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| The Saskatchewan Income Support Program |                                                                                            |
| <b>Chapter 5</b>                        | Legislative Authority                                                                      |
| <b>Eligibility</b>                      | <i>The Saskatchewan Income Support Regulations</i><br><b>Section 2-1, 2-4, 2-5 and 3-5</b> |

- Provide consent for the ministry to obtain and verify documents confirming eligibility for any SIS benefits for themselves or their spouse/partner.
- Complete Service Level Screening (see Chapter 10 Service Level Screening).
- Participate in individualized case planning.

#### **5.1.1. Waiver of Saskatchewan Residency Requirement**

An individual who is not a Saskatchewan resident may receive benefits with the Manager's approval if there are compassionate, compelling, or medical reasons for needing benefits. Examples include an individual receiving medical treatment or in exceptional circumstances, allowing an individual in an Immigration and Career Training (ICT) approved program to receive benefits when residing in a community bordering Saskatchewan (e.g., Lloydminster). The individual must still meet other eligibility criteria for SIS.

#### **5.2. Ineligible Individuals – Regulation Section 2-5**

Applicants not eligible for SIS benefits include:

- Individuals in federal/provincial jails/facilities or a Community Training Residence (CTR);
- Individuals who live on a Saskatchewan First Nation and/or are receiving financial assistance from the Band. For individuals who are not Status Indians living on a Saskatchewan First Nation requiring health coverage, see Chapter 20;
- *Registered Indians* and their registered dependents who normally reside on a Saskatchewan First Nation are not eligible when the primary reason for residing off the reserve is:
  - receiving medical treatment;
  - incarceration, including residence in community training residences;
  - long-term residence in special care homes, group homes, approved homes, personal care homes and temporary residence in safe shelters, addiction rehabilitation centres, detox centres or similar facilities; or
  - attending full-time education, except for individuals who reside away from their Saskatchewan First Nation to attend educational programs approved by the Ministry of Immigration and Career Training for the Education and Training Incentive (ETI) if there are no resources available as confirmed with their Saskatchewan First Nation and/or Indigenous Services Canada (ISC).
- Individuals who are post-secondary students, except for those who attend an Education and Training Incentive (ETI) approved program.
  - Post-secondary students who were approved by the Ministry to attend a post-secondary program as part of their approved participation plan, and who were attending the program prior to the 2026 – 2027 school year, may be eligible to continue to receive SIS benefits, provided they continue to meet

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| The Saskatchewan Income Support Program |                                                                                            |
| <b>Chapter 5</b>                        | Legislative Authority                                                                      |
| <b>Eligibility</b>                      | <i>The Saskatchewan Income Support Regulations</i><br><b>Section 2-1, 2-4, 2-5 and 3-5</b> |

all other eligibility criteria. These clients may remain eligible for SIS until they complete that post-secondary program, they stop attending that program, or their SIS file is closed. As a condition of eligibility, these clients are required to pursue all sources of income or funding available to them.

- Resettled refugees in receipt of financial assistance from the federal government
- Privately sponsored resettled refugees, sponsored permanent residents, or sponsored Canadian citizens are not eligible for SIS benefits during the sponsorship undertaking period unless one of the following criteria is met:
  - Immigration, Refugee and Citizen Canada (IRCC) has issued an official Declaration of Sponsorship Breakdown;
  - The sponsor is deceased;
  - There is verified family violence or safety risk (including no-contact orders);
  - The sponsor has verified long-term medical or legal incapacity (including long-term incarceration);
  - The sponsor's whereabouts are unknown after documented attempts to locate them; or
  - Other verified exceptional circumstances that demonstrate the sponsor is unable to meet their obligations, as supported by documentation and approved by the manager.

Note: Sponsorship undertakings may arise in a variety of contexts, including (but not limited to) parents or grandparents sponsored by adult children, spousal or partner sponsorships, or other family sponsorship arrangements recognized by Immigration, Refugees and Citizenship Canada (IRCC). In limited circumstances, resettled refugees may also be supported under time-limited private sponsorship or blended sponsorship arrangements.

- Individuals in receipt of *Saskatchewan Assured Income for Disability (SAID)*; and
- A Saskatchewan resident who has been absent from the province for over 30 continuous days. Absences over 30 days may be approved in exceptional circumstances due to compassionate, compelling, or medical reasons by a service Manager when the client intends to return to Saskatchewan.

*The Saskatchewan Employment Incentive Regulations* prevent individuals in receipt of the Saskatchewan Employment Incentive (SEI) from receiving benefits from SIS at the same time. The ministry will not issue SIS benefits before SEI benefits have ended.

### **5.3. Date of Eligibility – Regulation Section 3-5**

The date of eligibility is the date in which the ministry has determined an applicant has met all eligibility requirements. The date of eligibility can be as early as the date the authorized application is submitted as detailed in Chapter 4.

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| The Saskatchewan Income Support Program |                                                                                      |
| <b>Chapter 5</b>                        | Legislative Authority                                                                |
| <b>Eligibility</b>                      | <i>The Saskatchewan Income Support Regulations<br/>Section 2-1, 2-4, 2-5 and 3-5</i> |

### Verification/Documentation Requirements

| <b>Policy</b>                                                | <b>Verification/Documentation</b>                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.1.1. Waiver of Saskatchewan Residency Requirement          | <ul style="list-style-type: none"> <li>• Clients must provide documentation that supports the need for benefit<br/>Examples include: <ul style="list-style-type: none"> <li>○ Medical documentation</li> <li>○ Confirmation of enrollment from the post-secondary institutions or career service suppliers</li> </ul> </li> </ul>                                                                                        |
| 5.2 Ineligible Individuals – privately sponsored individuals | Applicant is required to provide the sponsor's name, address and all detailed information and supporting documentation demonstrating that one or more of the eligibility criteria listed above apply. If they do not provide an IRRC Declaration of Sponsorship Breakdown, the applicant is required to provide confirmation that they have reported the circumstances (e.g. death or disappearance of sponsor) to IRCC. |
| 5.3. Date of Eligibility                                     | Date of Authorized Application submission                                                                                                                                                                                                                                                                                                                                                                                |

### Delegation of Authority

| <b>Policy</b>                                                                                                                                                                                          | <b>Approval Required</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 5.1 Accept documents provided by Citizenship and Immigration Canada in lieu of SIN, or any other appropriate documents if the primary household member or spouse do not satisfy residency requirements | Supervisor               |
| 5.1.1. Waiver of Saskatchewan Residency Requirement                                                                                                                                                    | Manager                  |
| 5.2. Granting extension for applicant has been absent from Saskatchewan for more than 30 calendar days                                                                                                 | Manager                  |

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| The Saskatchewan Income Support Program |                                                                                            |
| <b>Chapter 6</b>                        | Legislative Authority                                                                      |
| <b>Income</b>                           | <i>The Saskatchewan Income Support Regulations<br/>Sections 2-1, 2-4, 2-6. 2-7 and 3-3</i> |

## 6. Income

### Intent

This chapter details how income is assessed in determining eligibility requirements.

### Policy

The ministry will include all income received by SIS applicants/clients and their spouse/partners when determining eligibility unless it is specifically exempted in Regulations or by Minister's Order.

All money received by the applicant/client and their spouse/partner is income regardless of the form of that payment.

#### 6.1. Requirement to Access all Available Resources – Regulation Section 2-4

As a condition of eligibility, applicants and clients are required to seek all available financial resources in order to meet their basic needs. Available sources of income include, but are not limited to, Canada Pension Plan early retirement benefits, Canada Child Benefit, Low-Income Tax Credit, Employment Insurance, Workers Compensation benefits, and spousal/child maintenance.

Applicants or clients who do not or refuse to pursue sources of income available to them are not eligible to receive SIS benefits.

In the following circumstances the ministry may waive the requirement for a client to pursue spousal/child maintenance:

- the absent spouse or parent has no means to pay (e.g., is receiving income assistance benefits, a student or incarcerated);
- paternity cannot be established. Where more than one person may be the father, the court establishes paternity;
- potential abuse by the absent spouse or parent poses a serious threat to the individual and/or dependants;
- the whereabouts of the spouse or parent cannot be determined; or
- the spouse or parent is deceased and there is no estate.

Except for the death of the parent, the above cases are reviewed annually to assess the current situation and the potential for maintenance.

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| The Saskatchewan Income Support Program |                                                                                            |
| <b>Chapter 6</b>                        | Legislative Authority                                                                      |
| <b>Income</b>                           | <i>The Saskatchewan Income Support Regulations<br/>Sections 2-1, 2-4, 2-6. 2-7 and 3-3</i> |

## **6.2. Income – Regulation Sections 2-1 and 2-6**

### **Income Prior to Application – Regulation Section 2-6**

When applying for SIS, applicants need to report to the ministry all income they have received in the 30 calendar days before application. If the income was used for expenses related to shelter, food and other basic needs, the use of that income will not be considered in determining their eligibility and monthly SIS benefits.

### **Declaration of Income at Application – Regulation Section 2-1 and 2-6**

All income a client has on hand or is expecting to receive, must be reported to the ministry at time of application in order to determine SIS eligibility and the amount of SIS benefits. The reported income must be verified by income statement or other information provided by the applicant, unless the income is deemed to be exempt. The income statement or other information must be provided within 30 days of application.

### **Income After Application – Regulation Section 2-6**

All income must be reported. Clients are expected to notify the ministry when they receive income or become aware that they will receive income. Income must be verified by income statements or other information. All sources of non-exempt income received by the client and the client's spouse/partner, is considered a financial resource in the month following the date it was received.

### **Income of a Non-Eligible Household Member – Regulation Section 2-6**

If a member of the household does not meet the eligibility requirements as stated in Chapter 5, no SIS benefits are provided for that individual, and the needs of the individual are not included in the calculation of the household budget. However, the income of that individual is included in the budget calculation to determine eligibility and amount of SIS benefits for the whole household.

## **6.3. Non-Earned Income – Regulation Section 2-7**

Non-earned income is net income from sources other than employment such as:

- Government benefits (e.g., Canada Pension Plan benefits, Employment Insurance, Canada Child Benefit, Seniors Income Plan);
- Maintenance support payments (spousal or child), regardless of the form of payment;
- Pension and annuity payments;
- Rental income;
- Donations or gifts of cash;
- Loans (e.g. lines of credit, credit card advances) are income unless the money is used to address a repair or maintenance need for the primary residence; and
- Inheritances.

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| The Saskatchewan Income Support Program |                                                                                            |
| <b>Chapter 6</b>                        | Legislative Authority                                                                      |
| <b>Income</b>                           | <i>The Saskatchewan Income Support Regulations<br/>Sections 2-1, 2-4, 2-6. 2-7 and 3-3</i> |

### **Recurring Non-Earned Income – Regulations Section 2-7**

Recurring income does not fluctuate and is expected each month, such as government benefits (e.g., Canada Pension Plan). Recurring non-earned income that has been declared and verified at application, or when it is initially received, does not need to be reported each month unless there is a change to the amount of the income. All changes to the amount of recurring income must be reported as soon as the change is expected to ensure the correct amount of SIS benefits are provided. All income, including recurring non-earned income, must be reviewed during each reassessment (see Chapter 17).

### **6.4. Income Exemptions – Regulation Section 2-7**

#### **Non-Earned Income Exemptions – Regulations Section 2-7**

All non-earned income must be reported by applicants/clients. However, certain sources of non-earned income are exempt from the calculation of resources when determining eligibility and the benefit amount. These include:

- Payment from a municipal, provincial, federal government, or an agency or corporation associated with those levels of government as compensation for pain and suffering;
- The following Veteran Affairs Canada benefits for compensation for pain and suffering:
  - Disability Benefits: Pain and suffering compensation  
**The Disability Pension Benefit is not exempt**
  - Additional Pain and Suffering Compensation
  - Exceptional Incapacity Allowance
  - Critical Injury Benefit
  - Detention Benefit
  - Prisoner of War Compensation
- Honoraria paid by the Ministry or agency of the Government of Saskatchewan, or a Crown Corporation;
- *Canada Child Benefit (CCB) and Canada Child Disability Benefit;*
- *Goods & Services Tax Credit (GST);*
- *Working Income Tax Benefit;*
- Income tax refunds;
- *Climate Action Incentive (Carbon Tax Rebate);*
- Amount received for the care of a relative in a family home pursuant to the Saskatchewan Assured Income for Disability (SAID) Program;
- Payments from the *Cognitive Disability Strategy*, the *Autism Spectrum Disorder Individualized Funding* program, or respite benefit programs;
- Foster care payments from the Government of Canada;

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| The Saskatchewan Income Support Program |                                                                                                  |
| <b>Chapter 6</b>                        | Legislative Authority                                                                            |
| <b>Income</b>                           | <i>The Saskatchewan Income Support Regulations</i><br><b>Sections 2-1, 2-4, 2-6. 2-7 and 3-3</b> |

- Ministry of Social Services payments for the care of a child;
- *Provincial Disaster Assistance Program* (PDAP) benefits;
- Scholarships, fellowships, and non-government bursaries;
- Money withdrawn from a *Registered Education Savings Plan* (RESP) is only exempt if it is used for the benefit of the intended client;
- Funds held or withdrawn from a *Registered Disability Savings Plan* (RDSP);
- Insurance payments if used to repair or replace the insured item;
- Proceeds from the sale of the principal residence if it is used to purchase another primary residence within 90 days;
- Per capita distribution payments (PCD) resulting from a **specific claim** settlement agreement with the Government of Canada, under the authority of the *Specific Claims Tribunal Act (Canada)* effective November 22, 2023. This exemption includes PCD amounts paid on or after the effective date or the residual of PCD amounts held by the client on application for SIS;
- Maintenance payments for child support up to \$600 per month per household. Retroactive or lump sum payments for child support will be calculated based on the date the income was received;
- Payments from the Government of Canada under Jordan's Principle where it is used for intended purposes;
- Reimbursement travel funding provided through Saskatchewan's Ministry of Health's Pediatric Out-of-Province Travel Assistance Program for a client's out-of-pocket expenses when the cost of expense was not initially provided by SIS or another funding source;
- Effective May 1, 2026, incidental income (such as gifts, loans, donations, and refunds) up to \$200 per month per household;
- Canada Disability Benefit (CDB); or,
- Payments related to relocation outside of the tenant's control from a Saskatchewan housing authority. This exemption is in place until August 28, 2027.

### **Earned Income Exemptions- Regulations Section 2-7**

A household's earned income, either the net income earned from wages (see Definitions) or the net income received from self-employment, after subtracting allowable business expenses from the gross amount of self-employment income, will be exempted up to:

- \$375 per month for a single individual
- \$475 per month for a couple
- \$500 per month for a family

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| The Saskatchewan Income Support Program |                                                                                                  |
| <b>Chapter 6</b>                        | Legislative Authority                                                                            |
| <b>Income</b>                           | <i>The Saskatchewan Income Support Regulations</i><br><b>Sections 2-1, 2-4, 2-6. 2-7 and 3-3</b> |

In situations when a client has multiple sources of self-employment income, all income and business expenses from self-employment are calculated together for the same month.

If business expenses from self-employment exceed the gross amount of self-employment income, the residual business expenses may not be deducted from non-exempt income sources such as the *Canada Emergency Response Benefit* (CERB) or *Employment Insurance* (EI), because they are not income earned from a job or self-employment.

Any monthly business expense deductions exceeding the maximum amount of self-employment income will not be carried forward to future monthly benefits.

SIS benefits will be reduced dollar-for-dollar after deducting the exemption amount from the income (see Chapter 8).

If the client's wages are garnished, the client will have 30 days to seek a relief order.

#### **6.5. Failure to Report Income – Regulation Section 2-1**

When unreported income is found, the ministry will suspend SIS benefits until the required information is received in order to determine eligibility.

When the ministry receives new information related to a client's income, their SIS benefits for that month and any previous months, if applicable, will be recalculated. If the income exceeds the amount of SIS benefits received, the excess income is carried over into the next month a client receives SIS benefits, and their SIS benefits will be adjusted for that month. When the income exceeds the amount of SIS benefits for more than one month of future SIS benefits, a period of self-support is determined even if the income has already been spent or disposed (see Chapter 6.6).

When the income received is less than originally stated, SIS benefits will be adjusted the following month to reflect the change.

#### **6.6. Calculating Period of Self- Support – Regulation Section 3-3**

When income exceeds the amount of SIS benefits for more than one month of future benefits, a period of self-support is determined, even if the income has already been spent or disposed of. The period of self-support calculation considers the monthly SIS budget at 115%, using the following formula:

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| The Saskatchewan Income Support Program |                                                                                            |
| <b>Chapter 6</b>                        | Legislative Authority                                                                      |
| <b>Income</b>                           | <i>The Saskatchewan Income Support Regulations<br/>Sections 2-1, 2-4, 2-6. 2-7 and 3-3</i> |

$$T = \frac{L}{((115\% \times N) - I)}$$

where:

**L** is the amount of the income;

**N** is the total of the SIS benefits the recipient would otherwise receive for a month;

**I** is the recipient's ongoing monthly income; and,

**T** is time for period of self-support in months.

The number of months calculated will be rounded down to a whole month (e.g., if the calculation results in 7.6 months of self-support, it will be rounded down to 7 months).

### Verification/Documentation Requirements

| Policy                                                          | Verification/Documentation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.2. & 6.4. Earned Income                                       | <ul style="list-style-type: none"> <li>Client's verbal declaration to the Income Assistance Worker and/or written statement each time a client receives funds up to \$200.</li> <li>Cheque stub.</li> <li>Direct deposit statement.</li> <li>Client reported gross amount of income derived from self-employment for the previous month and the Assessment Notice from Canada Revenue Agency for the previous year.</li> <li>Decision letter from Veterans Affairs Canada or a Digital Account Statement from my VAC account.</li> </ul> |
| 6.3. Provincial or Federal Programs, including Pension Programs | <ul style="list-style-type: none"> <li>Notice of Assessment from Canada Revenue Agency for the previous year.</li> <li>Written statement or official documentation from source or financial institution showing amount and client's name.</li> <li>Cheque stub.</li> <li>Direct deposit statement.</li> </ul>                                                                                                                                                                                                                            |
| 6.3. Private Pension Insurance or Retirement Savings            | <ul style="list-style-type: none"> <li>Notice of Assessment from Canada Revenue Agency for the previous year.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                 |

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| The Saskatchewan Income Support Program |                                                                                            |
| <b>Chapter 6</b>                        | Legislative Authority                                                                      |
| <b>Income</b>                           | <i>The Saskatchewan Income Support Regulations<br/>Sections 2-1, 2-4, 2-6. 2-7 and 3-3</i> |

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|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                            | <ul style="list-style-type: none"> <li>• Statement of Investment Income (T5) for previous year.</li> <li>• Written statement or official documentation from source or financial institution showing amount and client's name.</li> <li>• Cheque stub.</li> <li>• Direct deposit statement.</li> <li>• Applicable policies and/or agreements.</li> </ul>                                                                                                                         |
| 6.3. & 6.4. Maintenance Payments of Alimony (spousal and/or child support) | <ul style="list-style-type: none"> <li>• Client's verbal declaration to the Income Assistance Worker and/or written statement for spousal support up to \$200 and child support up to \$600.</li> </ul> <p>For maintenance payments over these amounts:</p> <ul style="list-style-type: none"> <li>• Separation Agreement.</li> <li>• Divorce decree.</li> <li>• Court Order.</li> <li>• Written statement from payer and/or client.</li> <li>• Voluntary agreement.</li> </ul> |
| 6.3. Income Tax Refunds                                                    | <ul style="list-style-type: none"> <li>• Notice of Assessment from CRA for the previous year</li> <li>• Written statement or official documentation from source or financial institution showing amount and client's name.</li> <li>• Cheque stub</li> <li>• Direct deposit statement</li> </ul>                                                                                                                                                                                |
| 6.3. Dividends, Interest, Royalties, or Investments                        | <ul style="list-style-type: none"> <li>• Notice of Assessment from CRA for the previous year.</li> <li>• Statement of Investment Income (T5) for previous year.</li> <li>• Written statement from source or financial institution showing amount and client's name.</li> <li>• Cheque stub.</li> <li>• Direct Deposit statement.</li> <li>• Deeds, agreements, warrants, certificates, or vouchers.</li> </ul>                                                                  |
| 6.3. Rental Income                                                         | <ul style="list-style-type: none"> <li>• Assessment Notice from CRA for the previous year.</li> <li>• Written statement from tenant or boarder.</li> <li>• Rent book or receipts.</li> <li>• Lease or rental agreement.</li> </ul>                                                                                                                                                                                                                                              |
| 6.3. Inheritances, Trust Funds or Trusts                                   | <ul style="list-style-type: none"> <li>• Written statement or official documentation from source or financial institution showing amount and client's name.</li> </ul>                                                                                                                                                                                                                                                                                                          |

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| The Saskatchewan Income Support Program |                                                                                                  |
| <b>Chapter 6</b>                        | Legislative Authority                                                                            |
| <b>Income</b>                           | <i>The Saskatchewan Income Support Regulations</i><br><b>Sections 2-1, 2-4, 2-6. 2-7 and 3-3</b> |

|                                                                                                         |                                                                                                                                                                                                                                                                                                                       |
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|                                                                                                         | <ul style="list-style-type: none"> <li>• Written statement from lawyer or trustee.</li> <li>• Copy of Will.</li> </ul>                                                                                                                                                                                                |
| 6.3. Other                                                                                              | <ul style="list-style-type: none"> <li>• Client's verbal declaration to the Income Assistance Worker and/or written statement each time a client receives funds up to \$200.</li> <li>• Written statement or official documentation from source or financial institution showing amount and client's name.</li> </ul> |
| 6.4. Payments as compensation for pain and suffering, Canada Child Disability Benefit, RDSP withdrawals | <ul style="list-style-type: none"> <li>• Verbal declaration required for fully exempt sources of income in SIS.</li> </ul>                                                                                                                                                                                            |
| 6.4. Scholarships, Fellowships, non-governmental bursaries, and RESP                                    | <ul style="list-style-type: none"> <li>• Written statement or official documentation from source or financial institution showing amount and client's name.</li> <li>• Direct Deposit Statement.</li> <li>• Bank statement.</li> </ul>                                                                                |

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| The Saskatchewan Income Support Program |                                                                                                       |
| <b>Chapter 7</b>                        | Legislative Authority                                                                                 |
| <b>Assets</b>                           | <i>The Saskatchewan Income Support Regulations<br/>Sections 1-2, 2-6, 2-7, 2-8, 2-9, 2-10 and 3-2</i> |

## 7. Assets

### Intent

This chapter outlines assets and exempt assets in relation to eligibility and SIS benefits.

### Policy

The ministry considers the equity value of real and personal assets after deducting the amount owing from the total value of the assets owned by an applicant or client as income available to the applicant or client unless they are specifically exempted in Regulations.

For the purposes of determining eligibility, proceeds from any non-exempt assets are considered an available financial resource and applied as income to the entitlement month after the date it is received.

### 7.1. Assets – Regulation Section 2-6

Applicants and clients, including the spouse of the applicant or client, must declare all assets to the ministry.

Clients must declare all changes to their circumstances to the ministry as changes occur, including assets.

After application, for the purposes of determining eligibility, proceeds from the disposal of any non-exempt asset of a client is considered an available financial resource and is applied as income to the month after the date it is received. This includes, but is not limited to, deposits in a financial institution within the sole or joint control of the client or spouse.

Money from the sale of an exempt asset remains exempted income, unless otherwise specified.

Money received from a loan is considered an asset except if the loan is being used to address home repairs or maintenance of a client's primary residence. The client must provide documentation to the ministry verifying the expenditure is for home repairs or maintenance.

#### 7.1.1. Liquid Assets – Regulation Section 1-2, 2-7 and 2-8

At time of application the household is allowed a Liquid Asset exemption of \$2,000 per person.

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| The Saskatchewan Income Support Program |                                                                                                             |
| <b>Chapter 7</b>                        | Legislative Authority                                                                                       |
| <b>Assets</b>                           | <i>The Saskatchewan Income Support Regulations</i><br><b>Sections 1-2, 2-6, 2-7, 2-8, 2-9, 2-10 and 3-2</b> |

The following assets are not included when calculating the total liquid assets available to a household:

- Trust funds and assets of a dependent child, including the employment savings of a dependent child;
- Registered Education Savings Plans (RESP) at the time of application; and
- Registered Disability Savings Plans (RDSP) at the time of application.

Liquid assets above the exemption limit in a non-cash form that cannot be immediately accessed must begin to be converted to cash as soon as possible. The process to convert the non-exempt asset must be completed within 180 days from the date the application is submitted.

An applicant is allowed the liquid asset exemption at the time of the application only. A client that acquires income or other assets after an application is submitted, or if their household composition changes, cannot use the liquid asset exemption in order to exempt the income or asset; these assets/incomes are considered when assessing the client's SIS benefits.

#### **7.1.2. Personal Assets – Regulation Sections 1-2, 2-7 and 2-9**

All personal assets and one vehicle per household are exempt. An applicant/client or applicant's/client's spouse/partner who owns a second or recreational vehicle with a total equity value exceeding \$5,000 will have 180 days after the date of application to convert the vehicle into cash. If the second or recreational vehicle with a total equity value exceeding \$5,000 is acquired post-application, the client/household has 180 days from the date of acquisition to convert the vehicle into cash.

A recreational vehicle that has total equity value of over \$5,000 and is used for the purposes of traditional activities in the Northern Administration District (e.g., trapping) will be exempt.

#### **7.1.3. Real Property**

The primary residence of the applicant/client is exempt. All other real property is considered a non-exempt asset at time of application.

The exempt primary residence includes the home and the land (lot, acre) upon which the home is situated. When the primary residence is a farm residence, the quarter section of farmland where the home is situated is exempt.

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| The Saskatchewan Income Support Program |                                                                                                             |
| <b>Chapter 7</b>                        | Legislative Authority                                                                                       |
| <b>Assets</b>                           | <i>The Saskatchewan Income Support Regulations</i><br><b>Sections 1-2, 2-6, 2-7, 2-8, 2-9, 2-10 and 3-2</b> |

All non-exempt real property must be disposed of within 180 days of application, with the exception of farmland. In this instance, an applicant will have up to 24 months from the application date to dispose of the farmland.

If the primary residence is sold after the application for SIS has been submitted, then the resources derived from the sale of the residence shall be considered as income available to the client, except in the circumstances where that income is used to purchase another primary residence within 90 days.

All non-exempt real property acquired by the client or household after application must be reported to the ministry. All non-exempt real property must be disposed of within 180 days of the date of acquisition, with the exception of farmland which must be disposed of within 24 months of acquisition.

## **7.2. Disposal of Assets (Prior to Application) – Regulation Sections 2-6 and 3-2**

An applicant/client or spouse/partner of applicant/client cannot give away or dispose of non-exempt assets in order to make themselves eligible. The disposal of any assets they owned or in which they had an interest during the 180 days prior to application is considered (amount of asset, date received, sources and expenditures).

The applicant must submit information to the ministry with details on the disposal. The ministry will determine whether the payment received was adequate in relation to the market value minus any money owed on the asset.

Assets disposed of within 180 days prior to application are not considered a financial resource if in the opinion of the ministry, the disposal was reasonable and not carried out for the purposes of causing the individual to be eligible, or in exceptional circumstances, in which immediate health and safety are at risk (e.g., death).

Any money received from the disposal of an asset during the 180-day period prior to application that is not approved of is considered income in the previous 30 days and used to determine if an applicant is eligible.

## **7.3. Time to Dispose of Assets (After Application) – Regulation Sections 2-8 and 2-9**

Applicants have 180 days from the date the application is submitted to redeem or sell all non-exempt assets, even if a loss is incurred. Pension plans that are locked in (vested) require verification to confirm they cannot be sold. The applicant is required to provide verification from a financial institution to provide the funds invested in financial tools such as Guaranteed Investment Certificates (GICs), even if the investment term has not been

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| The Saskatchewan Income Support Program |                                                                                                       |
| <b>Chapter 7</b>                        | Legislative Authority                                                                                 |
| <b>Assets</b>                           | <i>The Saskatchewan Income Support Regulations<br/>Sections 1-2, 2-6, 2-7, 2-8, 2-9, 2-10 and 3-2</i> |

reached. An extension to the 180 days may be provided if the client has been making a reasonable effort to dispose of the asset.

### **7.3.1. Waiver of a Non-Exempt Asset – Regulation Section 2-10**

A non-exempt asset may be waived as a resource if disposal of the asset would create a health and safety issue for the applicant/client.

### **Verification/Documentation Requirements**

| <b>Policy</b>                                                | <b>Verification/Documentation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.1. Assets                                                  | <ul style="list-style-type: none"> <li>• Documentation must be submitted with the application or within 30 days of submitting the application</li> <li>• Any additional information and documentation</li> <li>• (e.g., agreements for sale, bill of sale, mortgage) determined necessary must be provided within 30 days of the request</li> <li>• Applicant/clients verbal statement accepted for a bank account with \$0 balance or is overdrawn</li> <li>• Funds in a bank account greater than \$100 must be verified by a bank statement</li> <li>• Funds in a bank account with less than \$100 do not need to be verified</li> </ul> |
| 7.1. Changes to Assets                                       | <ul style="list-style-type: none"> <li>• Changes to assets must be declared through regular monthly reporting, the Change of Income, Assets, Needs Form</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 7.2. Inappropriate Disposal of Assets (Prior to Application) | <ul style="list-style-type: none"> <li>• Any documentation required to review the disposal of an excess asset within the six months (or any greater period considered appropriate) prior to the month of application is required to be submitted by the applicant</li> </ul>                                                                                                                                                                                                                                                                                                                                                                 |
| 7.3. Time to Dispose of Assets (After Application)           | <ul style="list-style-type: none"> <li>• Evidence from a source such as a bank manager, a mortgage broker, or real estate agent is produced if they are unable to dispose of the asset</li> <li>• Verbal statement from client that secondary vehicle is listed for sale and documentation showing amount vehicle sold for</li> </ul>                                                                                                                                                                                                                                                                                                        |
| 7.3.1. Waiver of a Non-Exempt Asset                          | <ul style="list-style-type: none"> <li>• Statement from client explaining how the disposal of the asset would create a health safety issue</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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| The Saskatchewan Income Support Program |                                                                                                       |
| <b>Chapter 7</b>                        | Legislative Authority                                                                                 |
| <b>Assets</b>                           | <i>The Saskatchewan Income Support Regulations<br/>Sections 1-2, 2-6, 2-7, 2-8, 2-9, 2-10 and 3-2</i> |

### Delegation of Authority

|                                              |                          |
|----------------------------------------------|--------------------------|
| The required delegate must indicate approval |                          |
| <b>Policy</b>                                | <b>Approval Required</b> |
| 7.3. Time to Dispose of a Non-Exempt Asset   | Supervisor               |
| 7.3.1. Waiver of a Non-Exempt Asset          | Manager                  |

|                                                       |                                                                          |
|-------------------------------------------------------|--------------------------------------------------------------------------|
| The Saskatchewan Income Support Program               |                                                                          |
| <b>Chapter 8</b>                                      | Legislative Authority                                                    |
| <b>Approval or Denial and Calculation of Benefits</b> | <i>The Saskatchewan Income Support Regulations</i><br><b>Section 2-2</b> |

## 8. Approval or Denial and Calculation of Benefits

### Intent

This chapter details the criteria for approving or denying SIS benefits and details how a client's monthly SIS benefits are calculated.

### Policy

The ministry will approve an applicant as eligible to receive the SIS benefits for which they are eligible as outlined in the SIS Policy Manual and Regulations if the applicant meets all eligibility criteria stated in Chapter 5. If applicants do not meet the eligibility criteria, they will be denied SIS benefits.

The ministry will approve or deny SIS benefits within 15 calendar days after the applicant has submitted all required documentation to confirm eligibility.

Clients must continue to meet eligibility criteria in order to continue receiving SIS benefits.

The ministry will notify the applicant of both the initial decision and of any change in their benefit/eligibility.

When granting SIS benefits, the following information is included in the notification:

- basis of assessment including the information relied on to make the decision and relevant reasons for making the decision;
- amount of benefit;
- what information or action is necessary to establish continuing eligibility; and
- right to appeal a decision regarding SIS benefits and the process to appeal.

Applicants will be advised of their obligation to report all changes in circumstances.

Anyone who has been denied SIS benefits will be informed of the reasons for the denial and will have the right to appeal. Appeal provisions are outlined in Chapter 21.

### 8.1. Calculation of SIS Benefits

The ministry will calculate the amount of a client's monthly benefit based on the total of all SIS benefits a client is eligible to receive through SIS and reducing them by the amount of any non-exempt income and assets received by the client or any eligible household member in the previous month. All sources of non-exempt income or assets received by the applicant and applicant's spouse/partner is considered a resource in the month following the date it was received (e.g., wage received June 15 is applied to the July benefits).

|                                         |                                                                             |
|-----------------------------------------|-----------------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                             |
| <b>Chapter 9</b>                        | Legislative Authority                                                       |
| <b>Payment of Benefits</b>              | <i>The Saskatchewan Income Support Regulations<br/>Sections 3-6 and 3-7</i> |

## 9. Payment of Benefits

### Intent

This chapter describes how the ministry will pay SIS benefits.

### Policy

The ministry requires clients to have SIS benefits deposited electronically to a bank account, unless there is an exceptional circumstance that prevents the client from using direct deposit (see Chapter 9.2).

#### 9.1. Direct Deposit

Clients are expected to have a bank account in their name and submit banking information at the time of application. Submitted banking information must match the client identity information on the application. If clients do not have an active bank account, they are required to open a bank account within 30 calendar days of the approval of their application or the ministry will suspend SIS benefits. Bank accounts must be held with a Canadian financial institution regulated by the Financial Consumer Agency of Canada.

Clients may receive their first SIS benefits by cheque only, while direct deposit is being set up.

#### 9.2. Waiving Direct Deposit Requirement if Garnishee in Place

Ongoing SIS benefits will be provided by direct deposit unless a client has a garnishee in place or garnishee proceedings have commenced. In this circumstance the ministry will provide the client their SIS benefits by cheque.

Waiving or cancellation of direct deposit may only be approved by the Supervisor.

Clients are required to open a bank account within 30 calendar days after this situation no longer exists and apply for direct deposit.

#### 9.3. Requisitions

Payments are made on the basis of an application or duly authorized requisition or Transient Aid form. Requisitions and Transient Aid forms are only valid in Saskatchewan.

#### 9.4. Third Party Payments – Regulation Section 3-6

All SIS benefits are paid directly to the client. The only exception to this is when a payment is made to a trustee on behalf of a client (See Chapter 22) or directly to a landlord or utility provider (see Chapter 9.4.1). Requisitions may be used to pay benefits to vendors directly, as per Chapter 9.3; requisitions are not used for rent, utilities, or security deposits.

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|-----------------------------------------|-----------------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                             |
| <b>Chapter 9</b>                        | Legislative Authority                                                       |
| <b>Payment of Benefits</b>              | <i>The Saskatchewan Income Support Regulations<br/>Sections 3-6 and 3-7</i> |

#### **9.4.1. Direct Payment to Landlords and Utility Providers**

The ministry may make direct payment of shelter benefits for rent and/or utilities and/or security deposits if all criteria listed below are met. The ministry may pay a client's Shelter, Security Deposit, Stabilization, and Alternative Heating Benefit directly to their landlord and/or utility provider, for rent, utility, and security deposits costs. The ministry cannot use or pay other SIS benefits directly to landlords or utility providers.

All of the following additional criteria must be met:

- Client is a Service Level Four and is at risk of homelessness and/or essential service disruptions (water, heat, electricity). If the client is not a Service Level Four, they may be eligible for direct pay if they are at risk of homelessness and all other direct payment criteria are met. This will involve the Planning and Support Specialist (PSS) completing another Service Level Screening assessment for a Service Level Three client that is at risk of homelessness and/or essential service disruptions (e.g., water, heat, electricity, security deposit);
- A PSS has worked with the client to explore resources and options to pay rent and utilities (e.g., trusteeship, automatic bill payments from clients' bank account, equalized payment plan, etc.) and the PSS determines all other options are not feasible or appropriate for the client;
- A household budget has been created with the client and the client has identified they are able to work with the landlord and/or utility provider toward covering any shortfall within his/her total available financial resources; and
- Trusteeship is not an available or appropriate option for the client.

If the client is unable to cover all cost within their budget, they are not eligible for direct payment; the PSS will work with the client to explore options to reduce costs in order to make direct payment a feasible option. Direct payment may, however, be considered for situations in which direct payment may help avoid further arrears while the client works to bring their overall costs within their budget, when their "whole income" is considered.

The total amount paid directly to the landlord and/or utility providers cannot exceed the total combined eligibility for the Shelter Benefit, Security Deposit Benefit, Stabilization Benefit, and Alternative Heating Benefit (less earned income exemptions, SRHS benefit amount, etc.). The amount paid to the landlord and utility providers cannot exceed the actual monthly cost, however, may be less than the actual monthly cost where the client will use their own income sources to pay the difference and/or the utilities/shelter that is not being paid directly.

The PSS and client will work together to determine which landlord and/or utility provider are paid directly (e.g., SaskPower but not SaskEnergy, or both SaskPower and SaskEnergy).

|                                         |                                                                             |
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| The Saskatchewan Income Support Program |                                                                             |
| <b>Chapter 9</b>                        | Legislative Authority                                                       |
| <b>Payment of Benefits</b>              | <i>The Saskatchewan Income Support Regulations<br/>Sections 3-6 and 3-7</i> |

Where a security deposit is required, the amount paid directly to the landlord cannot exceed the maximum security deposit amount the client is eligible to receive.

Approval is required from a manager to pay a client's rent, security deposit and/or utilities directly.

### 9.5. Payment Schedule

The payment schedule will be determined with the client and based on the client's needs. If a flexible payment schedule is not selected by the client, SIS benefits will be issued in a single monthly installment.

Payment schedule options include:

- one-time payment when the need is identified (e.g., relocation, travel);
- weekly;
- bi-weekly;
- semi-monthly; or
- monthly.

### Verification/Documentation Requirements

| Policy                                                  | Verification/Documentation                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9.2. Garnishee or garnishee proceedings                 | Statement confirming garnishee                                                                                                                                                                                                                                                                                                                         |
| 9.4.1. Direct Payment to Landlord and Utility Providers | <ul style="list-style-type: none"> <li>• Utility account numbers for account in client's name, at their current address</li> </ul> <p>Note:<br/>See documentation requirements for the following other policies:</p> <ul style="list-style-type: none"> <li>○ Rent – as per policy 13.1.1</li> <li>○ Security Deposits – as per policy 13.5</li> </ul> |

### Delegation of Authority

| The required delegate must indicate approval            |                   |
|---------------------------------------------------------|-------------------|
| Policy                                                  | Approval Required |
| 9.2. Waiving or cancelling of direct deposit            | Supervisor        |
| 9.4.1. Direct Payment to Landlord and Utility Providers | Manager           |

|                                         |                                                                     |
|-----------------------------------------|---------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                     |
| <b>Chapter 10</b>                       | Legislative Authority                                               |
| <b>Service Level Screening (SLS)</b>    | <i>The Saskatchewan Income Support Regulations<br/>Sections 2-4</i> |

## 10. Service Level Screening (SLS)

### Intent

This chapter describes the requirement for a client to complete a Service Level Screening as a condition of continued eligibility in order to determine the services that can best help them transition to self-sufficiency to the best of their ability.

### Policy

The ministry will require each adult eligible for SIS to complete a Service Level Screening (SLS). Completing the SLS is a requirement for each adult before the household may receive ongoing benefits.

The SLS is a set of questions used to determine which services would be most appropriate for each adult to receive while they are in receipt of SIS benefits. This can be completed over the phone or in person.

### 10.1. Requirement for Ongoing SIS Benefits

Once other eligibility requirements have been met, each household will be eligible to receive their first benefit without completing the SLS.

A SLS must be completed and received by the ministry in order to receive ongoing benefits. If the SLS is not completed within 30 days of being deemed eligible for SIS, the household will no longer be eligible and will not receive ongoing benefits unless a Supervisor has provided an extension to the 30-day deadline in exceptional circumstances. Any benefits previously received will not be recovered.

If the SLS is not completed within the required time frame, a new SIS application would be required. See Chapter 16, Reporting Changes in Circumstances and Changing or Ending SIS benefits.

### 10.2. SLS Review

Once a client completes the SLS requirement, the ministry may require, at any time, that a SLS be completed again as part of a client or spouse/partner review.

### Delegation of Authority

|                                                         |                          |
|---------------------------------------------------------|--------------------------|
| The required delegate must indicate approval            |                          |
| <b>Policy</b>                                           | <b>Approval Required</b> |
| 10.1. Extension of time to complete SLS if over 30 days | Supervisor               |

|                                         |                                                                             |
|-----------------------------------------|-----------------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                             |
| <b>Chapter 11</b>                       | Legislative Authority                                                       |
| <b>Adult Basic Benefit</b>              | <i>The Saskatchewan Income Support Regulations<br/>Sections 4-2 and 4-7</i> |

## 11. Adult Basic Benefit

### Intent

This chapter describes the Adult Basic Benefit for households both in and out of the Northern Administration District.

### Policy

The ministry will provide a monthly Adult Basic Benefit (ABB) to each adult in a household who meets the eligibility requirements for SIS (see Chapter 5 Eligibility).

The ABB is a monthly flat rate amount intended to provide for basic necessities such as food, clothing, transportation, personal and household items.

For information on SIS benefits for children, see Chapter 12 Children's Benefits.

#### 11.1. Amount of Benefit – Regulations Sections 4-2 and 4-7

The ABB is \$375 per month. The ABB for residents within the Northern Administration District (NAD) is \$445 per month (see Chapter 11.2). A prorated ABB will be provided in the month eligibility is determined from the day the application is approved.

A client's ABB is determined based on the location of their primary residence.

If a client moves from outside the NAD to within the NAD, or from inside the NAD to outside, the monthly ABB benefit will be pro-rated based on the date of the move. For the purposes of calculating the prorated benefit amount, the actual number of days in the applicable month will be used.

#### 11.2. Northern Administration District (NAD) – Regulations Section 4-7

The Northern Administration District is defined in The Northern Saskatchewan Administration District Boundaries Regulations. Northern Administration District Communities are as follows:

|            |                  |                   |                |                  |              |
|------------|------------------|-------------------|----------------|------------------|--------------|
| Air Ronge  | Cole Bay         | Four Portages     | McLennan Lake  | Sandy Bay        | Uranium City |
| Bear Creek | Cree Lake        | Garson Lake       | Michel Village | Sled Lake        | Wadin Bay    |
| Beauval    | Creighton        | Grandmother's Bay | Missinipe      | Southend         | Wapachewunak |
| Black Lake | Cumberland House | Green Lake        | Molanosa       | St George's Hill | Weyakwin     |

|                                         |                                                                                   |
|-----------------------------------------|-----------------------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                                   |
| <b>Chapter 11</b>                       | Legislative Authority                                                             |
| <b>Adult Basic Benefit</b>              | <i>The Saskatchewan Income Support Regulations</i><br><b>Sections 4-2 and 4-7</b> |

|                 |              |                 |                 |                  |                |
|-----------------|--------------|-----------------|-----------------|------------------|----------------|
| Black Point     | Denare Beach | Île-à-la-Crosse | Montreal Lake   | Stanley Mission  | Wollaston Lake |
| Brabant Lake    | Dillon       | Jan Lake        | Patuanak        | Stony Rapids     |                |
| Buffalo Narrows | Dore Lake    | Jans Bay        | Pelican Narrows | Sturgeon Landing |                |
| Camsell Portage | Eldorado     | Kinoosao        | Pinehouse       | Sucker River     |                |
| Canoe Narrows   | Flin Flon    | La Loche        | Pinehouse Lake  | Timber Bay       |                |
| Cluff Lake      | Fond Du Lac  | La Ronge        | Potato River    | Turnor Lake      |                |

|                                         |                                                                             |
|-----------------------------------------|-----------------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                             |
| <b>Chapter 12.</b>                      | Legislative Authority                                                       |
| <b>Children's Benefits</b>              | <i>The Saskatchewan Income Support Regulations<br/>Sections 4-8 and 4-9</i> |

## 12. Children's Benefits

### Intent

This chapter outlines the SIS benefits related to children available through SIS and the eligibility requirements to receive those SIS benefits.

### Policy

The ministry will provide a Children's Basic Benefit to a SIS client who is not eligible for the Canada Child Benefit for circumstances outlined in Chapter 12.1.

The Children's Basic Benefit is provided to cover food, clothing, household items, local transportation and other child related costs for a parent who is not eligible to receive the Canada Child Benefit.

The ministry will provide a monthly Children's Basic Benefit for residents of the NAD in recognition of the higher cost of basic items in the NAD.

The ministry will provide a Childcare Benefit to provide financial support to assist a client with short-term childcare requirements.

### 12.1. Children's Basic Benefit Eligibility – Regulations Section 4-9

Eligibility for the Children's Basic Benefit is as follows:

- The first month a child is born (one-time benefit per child);
- The first month a child is returned to the client from the ministry's care (one-time benefit per child); and
- To a client who is a refugee claimant. This benefit will be ongoing until the client is eligible to receive the Canada Child Benefit.
- To a client who is in Saskatchewan under the Canada-Ukraine Authorization for Emergency Travel (CUAET). This benefit will be ongoing until the client is eligible to receive the Canada Child Benefit.

The Children's Basic Benefit will not be provided to clients if another parent/caregiver is receiving the Canada Child Benefit.

#### 12.1.1 Children's Basic Benefit for Clients under the Canada Ukraine Authorization for Emergency Travel – Regulation 4-9.1

SIS clients who are under the Canada Ukraine Authorization for Emergency Travel (CUAET) are eligible to receive a Children's Basic Benefit of \$400 per month for each child registered as part of the client's household if not eligible to receive the Canada Child

|                                         |                                                                                   |
|-----------------------------------------|-----------------------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                                   |
| <b>Chapter 12.</b>                      | Legislative Authority                                                             |
| <b>Children's Benefits</b>              | <i>The Saskatchewan Income Support Regulations</i><br><b>Sections 4-8 and 4-9</b> |

Benefit. The Children's Basic Benefit is provided based on the date the client's SIS application is received, or the date the child is added to the file if the child is not part of the household at the time of application.

With the exception of the Children's Basic Benefit for residents of the NAD, the Children's Basic Benefit will not be provided if a Canada Child Benefit requirement has not been met (e.g., caregiver has not filed their taxes, responded to a Canada Revenue Agency inquiry).

### **12.2. Children's Basic Benefit for Residents of the NAD – Regulations Section 4-9**

The Children's Basic Benefit in the amount of \$65 per month will be provided for each child of a client determined to be residing within the NAD (see Chapter 11 Adult Basic Benefit) based on the date the client's application is submitted or the date of move to the NAD.

### **12.3. Children's Basic Benefit for Newborns – Regulations Section 4-9**

The Children's Basic Benefit of \$400 will be provided for one month from the first day of the month of the child/children's birth. The benefit can be paid 30 calendar days in advance of the declared due date.

### **12.4. Children's Basic Benefit for Child(ren) Returning from the Ministry's Care – Regulations Section 4-9**

The Children's Basic Benefit of \$400 will be provided for one month from the first day of the month the child/children are returned to the client's care from the care of the ministry, when the ministry has been receiving the child/children's Canada Child Benefit.

### **12.5. Children's Basic Benefit for Clients who are Refugee Claimants/Subject to a Non-Executable Removal Order – Regulations Section 4-9**

SIS clients who are refugee claimants, or whose refugee status been determined and is subject to a removal order that cannot be executed will receive a Children's Basic Benefit of \$400 per month for each child registered as part of the client's household not receiving Canada Child Benefit due to invalid refugee status (see Definition for Refugee Claimants). SIS benefits will be provided based on the date the client's application is submitted.

### **12.6. Eligibility for Child Care Benefit – Regulations Section 4-8**

Child Care Benefits may be provided for licensed or unlicensed child care settings in specific circumstances as defined in 12.6.1 and 12.6.2. These benefits will be paid to the client or their trustee. The child(ren) needing care must be currently registered as part of the client's household.

|                                         |                                                                             |
|-----------------------------------------|-----------------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                             |
| <b>Chapter 12.</b>                      | Legislative Authority                                                       |
| <b>Children's Benefits</b>              | <i>The Saskatchewan Income Support Regulations<br/>Sections 4-8 and 4-9</i> |

### **12.6.1. Unlicensed Child Care**

A per diem Child Care Benefit of \$30 is provided to clients whose child(ren) need care in the following situations:

- When client is pursuing actions in their individual plan (e.g., attend a job interview, attend a resume writing workshop);
- When client is attending appointments related to a client or household member's health, (e.g., medical appointment, hospital stay, AA/NA meetings); and
- When participating in employment or training.

The Unlicensed Child Care Benefit is not provided in the following situations:

- When child care is required as part of a Child and Family Programs plan;
- When child care is provided by an immediate household member (e.g., older sibling);
- When child care is provided by a Licensed Child Care Provider; and
- When the child care provider does not charge for their services.

The benefit is a flat rate, regardless of the actual number of hours that care is required or the number of children requiring care. Receipts are not required.

### **12.6.2. Licensed Child Care**

In order to be eligible for the licensed child care benefit, the client and/or the client's spouse/partner (if applicable) must require child care for one of the following reasons:

- they are employed or self-employed (or on a temporary leave for up to 6 months) and require child care to maintain employment;
- they are engaged in a formal education or training program;
- the child has special needs which necessitate child care;
- they are actively seeking employment or have a break in education and training programming; or,
- exceptional circumstances approved by the Service Delivery Manager.

Where reason for benefit is "actively seeking employment" or "have a break in employment or education and training programming", the benefit is provided for up to six months. Where the client needs this benefit again, (e.g. client lost a job), Manager approval is required.

### **Amount of Benefit**

Actual costs of licensed child care will be provided to the client or spouse/partner. An invoice or receipt is required to assess the actual cost of the care.

|                                         |                                                                             |
|-----------------------------------------|-----------------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                             |
| <b>Chapter 12.</b>                      | Legislative Authority                                                       |
| <b>Children's Benefits</b>              | <i>The Saskatchewan Income Support Regulations<br/>Sections 4-8 and 4-9</i> |

### Verification/Documentation Requirements

| <b>Policy</b>                                                    | <b>Verification/Documentation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12.1. Newborn                                                    | <ul style="list-style-type: none"> <li>Client's declaration including child's name, birthdate, and provincial health number</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 12.1. Child(ren) Returning from the Ministry's Care              | <ul style="list-style-type: none"> <li>Written or verbal notification from the Ministry's Child and Family Programs Division (CFP)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 12.1. Refugee Claimants                                          | <ul style="list-style-type: none"> <li>Documentation from IRCC verifying refugee status</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 12.1.1 Canada-Ukraine Authorization for Emergency Travel (CUAET) | <ul style="list-style-type: none"> <li>Travel documentation: A visa or counterfoil (a special sticker added to a passport page) is a travel document; it demonstrates that they were approved to travel to Canada under the CUAET measures, but it is not evidence of temporary resident status. A fee exemption code "999" will appear on temporary resident visa and temporary resident permit counterfoils</li> <li>A status document: identifies Visitor Record, Study Permit, Work Permit or Temporary Resident Permit printed on the form IMM1442B</li> </ul> |
| 12.2. NAD Residency                                              | <ul style="list-style-type: none"> <li>See Chapter 11.2</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 12.6.1. Child Care Benefit – Unlicensed Child Care               | <ul style="list-style-type: none"> <li>Verbal or written statement from client</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 12.6.2. Child Care Benefit – Licensed Child Care                 | <ul style="list-style-type: none"> <li>Copy of most recent invoice or receipt for licensed child care in the client or child's name</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                      |

### Delegation of Authority

| The required delegate must indicate approval                       |                          |
|--------------------------------------------------------------------|--------------------------|
| <b>Policy</b>                                                      | <b>Approval Required</b> |
| 12.6.2. Licensed Child Care benefits for exceptional circumstances | Manager                  |

|                                         |                                                                                  |
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| The Saskatchewan Income Support Program |                                                                                  |
| <b>Chapter 13</b>                       | Legislative Authority                                                            |
| <b>Shelter Benefits</b>                 | <i>The Saskatchewan Income Support Regulations<br/>Sections 4-3, 4-4 and 4-5</i> |

## 13. Shelter Benefits

### Intent

This chapter outlines shelter benefits, exceptional shelter support benefits and security deposit benefits.

### Policy

The ministry provides shelter benefits to cover the cost of shelter related items such as rent, mortgage, lot rental, utilities, utility hookups, municipal taxes, homeowners insurance, home repairs/maintenance, and security deposits for all households who provide verification of a shelter need.

### 13.1. Shelter Benefits – Regulations Section 4-3

The Shelter Benefit is monthly benefit. A prorated shelter benefit will be provided in the month eligibility is determined. For the purposes of calculating the prorated benefit amount, the actual number of days in the applicable month will be used.

| Shelter Rates for Saskatchewan Income Support (SIS) Program |                |                |                               |                           |
|-------------------------------------------------------------|----------------|----------------|-------------------------------|---------------------------|
|                                                             | <b>Singles</b> | <b>Couples</b> | <b>Families (1 or 2 kids)</b> | <b>Families (3+ kids)</b> |
| <b>Saskatoon/Regina</b>                                     | \$675          | \$865          | \$1,105                       | \$1,287                   |
| <b>Rest of the province</b>                                 | \$615          | \$750          | \$860                         | \$965                     |

Shelter benefits are paid to the client. The client is responsible for payment of their shelter and shelter related needs.

The ministry assumes no responsibility for the relationship between the landlord and tenant. If there are concerns, the parties will be directed to the Office of Residential Tenancies (ORT).

In exceptional circumstances, where the client has demonstrated an inability to manage their Shelter Benefit, direct payments to a trustee on behalf of a client (See Chapter 22) or directly to a landlord or utility provider (see Chapter 9.4.1) may be required.

#### 13.1.1. Renting – Regulations Section 4-3

Clients who are considered to be renting are those who have a tenancy agreement with the property owner or someone who is recognized by the owner as an agent on behalf of the property owner (caretaker, property management company). In exceptional

|                                         |                                                                                  |
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| The Saskatchewan Income Support Program |                                                                                  |
| <b>Chapter 13</b>                       | Legislative Authority                                                            |
| <b>Shelter Benefits</b>                 | <i>The Saskatchewan Income Support Regulations<br/>Sections 4-3, 4-4 and 4-5</i> |

circumstances, for clients seeking accommodations, alternate documentation verifying the need for shelter may be accepted (e.g., e-mail exchange between landlord and tenant) in order to issue the benefit for 30 days while a tenancy agreement or rent receipt is obtained. Within 30 days, the tenancy agreement or a rent receipt must be provided to continue to receive the shelter benefit. The shelter benefit for renters includes funds for rent and utilities. In some circumstances, the client may be eligible for Exceptional Shelter Support (see Chapter 13.4).

#### **13.1.2. Shared Accommodations – Regulations Section 4-3**

Single clients who share accommodations will each receive a shelter benefit if they are listed as a tenant in the tenancy agreement.

#### **13.1.3. Home Ownership – Regulations Section 4-3**

The Shelter Benefit is intended for home loan, interest on the home loan, municipal taxes, homeowner's insurance, home loan renewal fee, lot rental, home repairs/maintenance and equipment rentals for the primary residence.

For a home that is held in joint title with a former spouse/partner or with others, the Shelter Benefit is provided if documentation is provided confirming ownership and the client is residing in the home.

#### **13.1.4. Shelter Benefit for Foster Parents, Persons of Sufficient Interest, Alternate Care – Regulations Section 4-3**

The Shelter Benefit will be provided based on total household size if additional children, not in the permanent custody of the client, are added to the home. This includes foster homes, Persons of Sufficient Interest (PSI) and Alternate Care providers.

The Shelter Benefit will be adjusted, if required, at the time the children not in permanent custody of the client leave the home.

#### **13.1.5. Shelter Benefit for Shared Custody – Regulations Section 4-3**

Child(ren) are included in the calculation of the Shelter Benefit household size for each parent in a shared custody arrangement if both parents are in receipt of SIS benefits. The client must have a court ordered custody agreement or be eligible for the Canada Child Benefit.

#### **13.2. Changes in Household Circumstance – Regulations Section 4-3**

When a household size decreases for the following reasons:

- Death of spouse/partner or relationship breakdown; or
- Child leaving the household.

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| The Saskatchewan Income Support Program |                                                                                  |
| <b>Chapter 13</b>                       | Legislative Authority                                                            |
| <b>Shelter Benefits</b>                 | <i>The Saskatchewan Income Support Regulations<br/>Sections 4-3, 4-4 and 4-5</i> |

The household's Shelter Benefit will be maintained at its current rate for a period of 3 months including the month when the change in household circumstance occurred. Clients will be advised what their new Shelter Benefit rate will be after the 3-month period when the circumstance is first reported.

An additional 3 months may be provided with Manager's approval. No further extensions are provided.

If a household size increases for the following reasons:

- Family reunification;
- Pregnancy; or
- Other circumstances when a child is added to the household.

The Shelter Benefit will be increased, if applicable, to reflect the new household's size 3 months in advance of the addition of the new household member.

### **13.3. Other Shelter Benefit Arrangements – Regulations Section 4-3**

Clients who are in a rental arrangement with hotels, hostels, or other residential organizations will receive the Shelter Benefit. See Chapter 15.4 for further information on emergency shelter benefits.

### **13.4. Exceptional Shelter Support Benefits – Regulations Section 4-4**

An Exceptional Shelter Support benefit is provided through two provisions:

1. Stabilization Benefit
2. Alternate Heating Benefit

Clients may be eligible to receive both Exceptional Shelter Support benefits at the same time.

#### **13.4.1. Stabilization Benefit – Regulations Section 4-4**

Clients who present ongoing unusual or challenging behaviour that creates difficulty obtaining stable housing may receive an additional \$150 in Exceptional Shelter Support.

The stabilization benefit may be in place as long as the unusual or challenging behaviour affects a client's ability to obtain stable housing.

The Saskatchewan Housing Benefit (SHB) is a monthly benefit that helps eligible Saskatchewan renters with their shelter costs (rent and utilities). The SHB includes a core benefit and two targeted streams, the Supportive Housing Stream, and the Seeking Safety

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| The Saskatchewan Income Support Program |                                                                                  |
| <b>Chapter 13</b>                       | Legislative Authority                                                            |
| <b>Shelter Benefits</b>                 | <i>The Saskatchewan Income Support Regulations<br/>Sections 4-3, 4-4 and 4-5</i> |

from Interpersonal Violence Stream. SIS clients are not eligible for the core SHB benefit. SIS clients may be eligible for the SHB Supportive Housing and/or the Seeking Safety from Interpersonal Violence Stream.

The SIS Stabilization Benefit may NOT be provided at the same time the client is receiving the SHB Supportive Housing and/or the Seeking Safety from Interpersonal Violence Stream.

#### **13.4.2. Alternate Heating Benefit – Regulations Section 4-4**

Clients who reside in a household where natural gas is not accessible and are required to heat their home with an alternate source (heating fuel, propane, wood, electricity) will receive \$190 per month.

The Benefit is not to be used for clients who do not have natural gas services due to arrears/disconnections with the natural gas service provider (e.g., natural gas is available at the client's residence but is not in service due to arrears/disconnection).

#### **13.4.3. Share Accommodations**

All clients who reside in shared accommodations will receive the Alternate Heating Benefit and/or the Stabilization Benefit.

#### **13.5. Recoverable Payment for Security Deposits – Regulations Section 4-5**

Clients may request and receive a recoverable payment up to their shelter benefit once every two years. This two-year span would include the time when a client was not receiving SIS benefits. The security deposit will be recovered at a rate of \$50 per month.

A client may receive another recoverable payment for a security deposit within the two-year period in case of recoveries, or reasons beyond the client's control (fire, home uninhabitable, imminent risk of homelessness). A client may also receive a recoverable payment within the two-year period if they have no outstanding SIS overpayment. Manager approval is required.

For the recovery of a payment for a Security Deposit, see Chapter 18 Recoveries.

#### **13.6. Exceptions to Recovering a Payment for a Security Deposit – Regulations Section 4-5**

The payment for a security deposit will not be recoverable when the client is required to move due to inter-personal violence. In circumstances of inter-personal violence, the client will receive a non-recoverable payment for a security deposit up to the client's

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| The Saskatchewan Income Support Program |                                                                                  |
| <b>Chapter 13</b>                       | Legislative Authority                                                            |
| <b>Shelter Benefits</b>                 | <i>The Saskatchewan Income Support Regulations<br/>Sections 4-3, 4-4 and 4-5</i> |

shelter benefit, if needed, regardless of the once every two-year limit when they establish a new permanent residence.

### **13.7. Shared Accommodations – Regulations Section 4-5**

In shared accommodations, the payment for a security deposit, up to the client's shelter benefit rate, for each client, may be issued.

### **13.8. No Recoverable Payment for Security Deposit Provided – Regulations Section 4-5**

A payment for a security deposit is not provided in the following situations:

- A security deposit for the client's residence has already been paid prior to application to SIS.

### **13.9. Utility Arrears Benefit – Regulations Section 4-5.1**

The Utility Arrears Benefit is a one-time, recoverable benefit of up to \$1,000, in total, not per utility need, to address utility arrears for eligible clients. Eligible clients are:

- SIS clients with an application approved in the last 90 days; or,
- SIS client referred by Child and Family Programs or Social Housing.

This benefit can be paid only directly to utility providers and trustees and is recovered from future monthly benefits at a rate of \$50 per month. This benefit is available a maximum of one-time per involvement. For example, a client cannot receive it as a new applicant and then receive it again due to a referral from Child and Family Programs or Social Housing.

Clients can only access this benefit after verification that the client has had conversations with the utility providers about repayment plan options. If repayment plans to address the arrears are not an option, then the utility arrears benefit may be available. Clients who receive this benefit will be assessed as requiring money management support and will be required to work with a Planning and Support Specialist to develop a budget and set up automatic payments to utility providers going forward. Clients may also be required to participate in trustee services to ensure payments are made to service providers and to assist in developing money management skills.

### **Verification/Documentation Requirements**

| <b>Policy</b>   | <b>Verification/Documentation</b>                                                                                                                                                                                                                                                      |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13.1.1. Renters | <ul style="list-style-type: none"> <li>• A copy of a signed tenancy agreement with the property owner or someone recognized as an agent on behalf of the property owner</li> <li>• If the tenancy agreement is not available, then a rent receipt (current or last month's)</li> </ul> |

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| The Saskatchewan Income Support Program |                                                                                  |
| <b>Chapter 13</b>                       | Legislative Authority                                                            |
| <b>Shelter Benefits</b>                 | <i>The Saskatchewan Income Support Regulations<br/>Sections 4-3, 4-4 and 4-5</i> |

|                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                 | <ul style="list-style-type: none"> <li>In exceptional circumstances, for clients seeking accommodations, alternate documentation verifying the need for shelter may be accepted (e.g., e-mail exchange between landlord and tenant) in order to issue the benefit for 30 days while a tenancy agreement or rent receipt is obtained. Within 30 days, the tenancy agreement or a rent receipt must be provided to continue to receive the shelter benefit</li> </ul>                                                                                                                                                                                                                                             |
| 13.1.2. Shared Accommodations                   | <ul style="list-style-type: none"> <li>Tenancy agreement or documentation from the property owner/agent of the property owner that the recipients are renting from them</li> <li>If the tenancy agreement is not available, then a rent receipt (current or last month's)</li> <li>In exceptional circumstances, for clients seeking accommodations, alternate documentation verifying the need for shelter may be accepted (e.g., e-mail exchange between landlord and tenant) in order to issue the benefit for 30 days while a tenancy agreement or rent receipt is obtained. Within 30 days, the tenancy agreement or a rent receipt must be provided to continue to receive the shelter benefit</li> </ul> |
| 13.1.3. Homeowners                              | <ul style="list-style-type: none"> <li>A copy of the title, or an agreement for sale/mortgage documents</li> <li>If these documents are not available, then a current house insurance policy and property tax notice in the recipient's name will be accepted</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 13.1.3. Homeowners (Agreement for Sale)         | <ul style="list-style-type: none"> <li>Copy of the agreement for sale</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 13.1.4. Foster Parents, PSI or Alternative Care | <ul style="list-style-type: none"> <li>Statement/documentation from CFP or copy of the court order</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 13.1.5. Shared Custody                          | <ul style="list-style-type: none"> <li>A copy of the court ordered custody agreement or documentation confirming eligibility for the CCB</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 13.4. Exceptional Shelter Support               | <ul style="list-style-type: none"> <li>Client must be in receipt of the Shelter Benefit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 13.4. Stabilization Benefit                     | <ul style="list-style-type: none"> <li>If the client is known to the ministry and the unusual or challenging behaviour is already documented (e.g., MiCase individualized plan, SWIN chrono, etc.), no further documentation is required</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| The Saskatchewan Income Support Program |                                                                                  |
| <b>Chapter 13</b>                       | Legislative Authority                                                            |
| <b>Shelter Benefits</b>                 | <i>The Saskatchewan Income Support Regulations<br/>Sections 4-3, 4-4 and 4-5</i> |

|                                                 |                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                 | <ul style="list-style-type: none"> <li>If the unusual or challenging behaviour is not previously documented: Documentation from health care professional/social worker confirming the unusual or challenging behavior affecting living arrangements</li> </ul>                          |
| 13.4. Alternate Heating Benefit                 | <ul style="list-style-type: none"> <li>Documentation (tenancy agreement) confirming shelter need and declaration of heating source through the application or Change of Address Form</li> <li>Copy of most recent bill for the alternate heating source in the client's name</li> </ul> |
| 13.5. Security Deposit Issued                   | <ul style="list-style-type: none"> <li>Client's verbal declaration to the Income Assistance Worker</li> <li>Copy of the tenancy agreement or rent receipt and address, phone number of property owner/property owner's agent</li> <li>Change of Address Form</li> </ul>                 |
| 13.6. Exception to Recoverable Security Deposit | <ul style="list-style-type: none"> <li>Client's verbal statement or case worker's knowledge of client's circumstances</li> <li>Record made on electronic file by worker</li> </ul>                                                                                                      |
| 13.9 One-time Utility Arrears Benefit           | <ul style="list-style-type: none"> <li>A statement of arrears from the utility provider(s) in the client's or spouse's name, that clarifies the current amount of utility arrears owed.</li> </ul>                                                                                      |

### Delegation of Authority

| The required delegate must indicate approval                                                       |                          |
|----------------------------------------------------------------------------------------------------|--------------------------|
| <b>Policy</b>                                                                                      | <b>Approval Required</b> |
| 13.2. Change in Household Circumstance<br>(Additional 3 Months Benefit)                            | Manager                  |
| 13.4.1. Stabilization Benefit                                                                      | Manager                  |
| 13.5. Security Deposit Issued Within Two-Year Period<br>(except for Interpersonal Violence Reason) | Manager                  |
| 13.9 One-time Utility Arrears Benefit                                                              | Manager                  |

|                                         |                                                                                                                                                                                                 |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                                                                                                                                                 |
| <b>Chapter 14</b>                       | Legislative Authority                                                                                                                                                                           |
| <b>Change of Circumstances Benefits</b> | <i>The Saskatchewan Income Support Regulations</i><br><b>Section 4-10 and 4-11</b><br><b>Sections 2-3, 2-4, 2-5, 3-1, 3-9, 4.1-1, 4.1-2, 4.1-3, 4.1-4, 4.1-5, 4.1-6, 4.1-7, 4.1-8 and 4.1-9</b> |

## **14. Change of Circumstances Benefits**

### **Intent**

This chapter outlines the SIS benefits that may be provided to support clients entering the work force, beginning a training program, or to assist clients when relocation is required.

### **Policy**

The ministry may provide SIS benefits to clients who report they are relocating, entering the work force, or beginning a training program.

### **14.1. Employment and Training Benefit – Regulations Section 4-10**

The Employment and Training Benefit may be provided when a client reports that they are entering the work force or beginning a training program.

The benefit will be provided at a flat rate of \$140.00 and may be provided no more than once in a 12-month span.

### **14.2. Relocation Benefit – Regulations Section 4-11**

The relocation benefit is to assist clients with relocation costs, including moving costs and utility hook ups. Clients are required to provide documentation to confirm the move.

The relocation benefit may be provided to address moving costs due to:

- fire;
- interpersonal violence;
- the client is required to access medical treatment in another municipality;
- client's residence is placarded;
- client's rental accommodations have been sold;
- starting a job outside of the municipality where the client lives in; and
- finding a more affordable place to live within ministry Shelter rates (see Shelter Benefits Chapter 13).

Clients who are evicted due to their own actions (e.g. rent arrears, damages) are not eligible for the relocation benefit.

#### **14.2.1. Amount of Benefit – Regulations Section 4-11**

The following amounts are provided:

Singles and couples without children: \$200.00  
Families: \$300.00

|                                         |                                                                                                                                                                                                 |
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| The Saskatchewan Income Support Program |                                                                                                                                                                                                 |
| <b>Chapter 14</b>                       | Legislative Authority                                                                                                                                                                           |
| <b>Change of Circumstances Benefits</b> | <i>The Saskatchewan Income Support Regulations</i><br><b>Section 4-10 and 4-11</b><br><b>Sections 2-3, 2-4, 2-5, 3-1, 3-9, 4.1-1, 4.1-2, 4.1-3, 4.1-4, 4.1-5, 4.1-6, 4.1-7, 4.1-8 and 4.1-9</b> |

### **14.3. Education Training Incentive (ETI) – Regulations Section 4.1-1 – 4.1-6**

The Education and Training Incentive provides financial support for individuals who attend Adult Basic Education, workforce development or skills training programs approved by the Ministry of Immigration and Career Training (ICT).

#### **Eligibility for the Education and Training Incentive**

To be eligible for the ETI, the client must:

- be enrolled in an approved ETI program through a post-secondary institution or career services supplier;
- be enrolled in full-time studies, unless approved for an extended program plan as a disability accommodation, that is recommended by the post-secondary institution or career services Supplier;
- maintain academic and regular attendance requirements, and make satisfactory progress in their studies as determined by the post-secondary Institution or career services supplier; and
- maintain SIS eligibility requirements.

The ETI benefit is approved by the Ministry of Social Services. A client is not eligible for the ETI if they have already received ETI benefits for 36 or more months in their lifetime. The ETI may be extended beyond 36 months on the recommendation of the post-secondary institution or career services supplier where they determine exceptional circumstances exist.

#### **Amount of the Education and Training Incentive**

The ETI is a monthly flat rated benefit based on the household size:

| <b>Adult(s) in approved educational program</b>                                                                             | <b>Amounts</b> |
|-----------------------------------------------------------------------------------------------------------------------------|----------------|
| One adult without dependants                                                                                                | \$50           |
| Two adults (both in an approved educational program) without dependants                                                     | \$100          |
| A single individual or a couple (one or both adults in an approved educational program) with one dependant child            | \$100          |
| A single individual or a couple (one or both adults in an approved educational program) with two or more dependant children | \$200          |

The ETI is provided on a monthly basis for each month the client is enrolled and attending an approved course. The full ETI is provided for each month the client is participating in their educational program, regardless of the program start or end date. The ETI is prorated

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| The Saskatchewan Income Support Program |                                                                                                                                                                                                 |
| <b>Chapter 14</b>                       | Legislative Authority                                                                                                                                                                           |
| <b>Change of Circumstances Benefits</b> | <i>The Saskatchewan Income Support Regulations</i><br><b>Section 4-10 and 4-11</b><br><b>Sections 2-3, 2-4, 2-5, 3-1, 3-9, 4.1-1, 4.1-2, 4.1-3, 4.1-4, 4.1-5, 4.1-6, 4.1-7, 4.1-8 and 4.1-9</b> |

for the first month of eligibility, based on the eligibility date for SIS (e.g., ETI eligibility starts on the 10th of the month, but SIS eligibility starts on the 15th of the month, ETI would be prorated to the 15th of the month).

When a client does not meet the academic and/or attendance requirements or discontinues from the educational program, the ETI is discontinued effective the last day of the month in which they last attended their approved educational program.

### Verification/Documentation Requirements

| <b>Policy</b>                                           | <b>Verification/Documentation</b>                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14.1. Employment and training benefit                   | <ul style="list-style-type: none"> <li>• Verbal statement for employment or training program including start date</li> <li>• Recording on system to show information provided by client regarding employment or training program</li> </ul>                                                                   |
| 14.2. Relocation Benefit                                | <ul style="list-style-type: none"> <li>• Verbal statement. Receipts not required</li> <li>• Medical documentation supporting a treatment plan in a different municipality or condition requiring specific housing</li> </ul>                                                                                  |
| 14.2. Evictions for reasons beyond the client's control | <ul style="list-style-type: none"> <li>• Verification of placarded residence or eviction due to sale of property</li> </ul>                                                                                                                                                                                   |
| 14.2. Start a job outside of the municipality           | <ul style="list-style-type: none"> <li>• Verbal confirmation of job information including municipality</li> </ul>                                                                                                                                                                                             |
| 14.3. Education and Training Incentive                  | <ul style="list-style-type: none"> <li>• Client is included on Confirmation of Enrollment report from post-secondary institutions or career services suppliers</li> <li>• Client is included on the "clients to be paid" report form from post-secondary institutions or career services suppliers</li> </ul> |

### Delegation of Authority

| The required delegate must indicate approval of the benefit |                          |
|-------------------------------------------------------------|--------------------------|
| <b>Policy</b>                                               | <b>Approval Required</b> |
| 14.2. Relocation Benefit                                    | Supervisor               |
| 14.3 Extension beyond 36 months                             | Supervisor               |

|                                         |                                                                                          |
|-----------------------------------------|------------------------------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                                          |
| <b>Chapter 15</b>                       | Legislative Authority                                                                    |
| <b>Health and Safety Benefits</b>       | <i>The Saskatchewan Income Support Regulations<br/>Sections 4-6, 4-12, 4-13 and 4-14</i> |

## 15. Health and Safety Benefits

### Intent

The chapter outlines SIS benefits that the ministry may provide to clients for health and safety reasons including travel, prescribed diet, household health and safety and emergency.

### Policy

The ministry may provide SIS benefits to clients to assist with the minimal funding required to remove a client from imminent danger, replace household items (in specific situations), a diet for a specific diagnosis, and transportation (for specific reasons).

#### 15.1. Household Health and Safety Benefit – Regulations Section 4-13

A Household Health and Safety Benefit of up to \$500 per case (not per household member) will be provided in instances when an extraordinary event has occurred.

The benefit is to assist with the purchase of household items in the following situations:

- Leaving an interpersonal violence situation and furniture has been damaged or left behind (as approved by the Supervisor);
- Replacing household items as a result of a disaster including, but not limited to, flooding, fire, sewage back-up or tornado, when not covered by another resource (as approved by the Supervisor); or
- Other exceptional circumstances as approved by the Manager.

The benefit is not to be provided when the request is denied under another policy or when the client has access to other resources (e.g. home or tenant insurance).

The benefit is not provided in situations such as the following:

- upon a client's release from jail;
- replacing stolen goods;
- pest control or replacing furnishings damaged by pests;
- move from another location;
- when a family member is added to the client's file (e.g., when a child is returned from the ministry's care or when a spouse/partner is added);
- to replace insurance; or
- to pay for non-furniture items (e.g., rent or utility arrears).

Supervisor approval is required each time the benefit is issued as outlined above.

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| The Saskatchewan Income Support Program |                                                                                          |
| <b>Chapter 15</b>                       | Legislative Authority                                                                    |
| <b>Health and Safety Benefits</b>       | <i>The Saskatchewan Income Support Regulations<br/>Sections 4-6, 4-12, 4-13 and 4-14</i> |

### 15.2. Prescribed Diets Benefit – Regulations Section 4.6

The Prescribed Diet Benefit is for adults with prescribed dietary requirements due to a specific medical condition. Confirmation from a physician or nurse practitioner of the diagnosis is required prior to the benefit being issued.

Prescribed diets are provided to pay for food or nutritional supplements only.

Clients may receive a maximum amount of \$150 per month from any one or combination of groups below.

Clients may receive one benefit from Group 1 or 2, as well as one from Group 3, at the same time, to a maximum of \$150 (regardless of the number of diagnoses) per month.

Clients eligible for Group 4 may only receive the \$150 benefit available for Group 4 (regardless of the number of diagnoses) per month.

The monthly benefit may be issued beginning in the month in which the documentation confirming the diagnosis is received by the ministry.

Updated documentation confirming the diagnosis is required every three years, with the exception of Groups 2 and 3, which must be confirmed annually, and Group 4 which does not require updated confirmation.

#### Nutritional Supplements:

Nutritional Supplements (e.g., Boost, Ensure) are enriched food products. A nutritional supplement benefit may be provided if a client has one of the conditions listed in Group 3 and a prescription or documentation from a physician, nurse practitioner, or dietician regarding the specific need (e.g., condition is uncontrolled, current course of treatment for the condition makes it difficult to consume solid food, etc.) for the nutritional supplement has been provided. The nutritional supplement benefit may be provided for up to one year. If the nutritional supplement continues to be required after one year, new documentation confirming the need is required. The nutritional supplement benefit is not available for clients who are eligible for other programs with nutritional supplement benefits (e.g., Health Canada).

| <b>Group and Confirmation Update Period</b>                                                                                                               | <b>Benefit Per Month</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>Group 1</b><br><i>Reconfirmation of diagnosis: Every 3 years</i> <ul style="list-style-type: none"> <li>Amyotrophic lateral sclerosis (ALS)</li> </ul> | \$50                     |

|                                         |                                                                                          |
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| The Saskatchewan Income Support Program |                                                                                          |
| <b>Chapter 15</b>                       | Legislative Authority                                                                    |
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| <b>Group and Confirmation Update Period</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Benefit Per Month</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <ul style="list-style-type: none"> <li>• Anorexia nervosa</li> <li>• Cancer or malignancy</li> <li>• Chronic bacterial infection</li> <li>• Chronic burns (third or fourth degree or &gt;20% of total body surface area)</li> <li>• Chronic obstructive pulmonary disease (COPD)</li> <li>• Chronic renal disease (pre-dialysis &amp; dialysis)</li> <li>• Chronic wound healing (level 3 or 4 or unstageable)</li> <li>• Cirrhosis</li> <li>• Congenital heart defect</li> <li>• Class III obesity (BMI &gt;40)</li> <li>• Diabetes</li> <li>• Dysphagia</li> <li>• Fatty liver disease</li> <li>• Gluten-free diet (celiac disease, non-celiac gluten sensitivity, IBS)</li> <li>• Heart healthy eating (dyslipidemia/hyperlipidemia, hypertension, heart failure)</li> <li>• Hepatitis (B or C)</li> <li>• Huntington's disease</li> <li>• Hyperthyroidism</li> <li>• Inflammatory bowel disease (Crohn's disease, ulcerative colitis)</li> <li>• Ketogenic diet (neurological conditions including epilepsy, brain tumors/cancer)</li> <li>• Low FODMAP diet (IBS)</li> <li>• Lupus</li> <li>• Metabolic syndrome</li> <li>• Multiple sclerosis</li> <li>• Muscular dystrophy</li> <li>• Osteoporosis or arthritis</li> <li>• Ostomies</li> <li>• Pancreatic insufficiency</li> <li>• Parkinson's disease</li> <li>• Prader-Willi syndrome</li> <li>• Rett syndrome (BMI &lt;18.5)</li> <li>• Short bowel syndrome</li> <li>• Tuberculosis</li> </ul> |                          |

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| <b>Group and Confirmation Update Period</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Benefit Per Month</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <ul style="list-style-type: none"> <li>Unintentional weight loss or body wasting</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                          |
| <b>Group 2</b><br><i>Confirmation of diagnosis required each pregnancy</i> <ul style="list-style-type: none"> <li>Pregnancy</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$50                     |
| <b>Group 3-Nutritional Supplements</b> <ul style="list-style-type: none"> <li>Amyotrophic lateral sclerosis (ALS)</li> <li>Cancer or malignancy</li> <li>Chronic obstructive pulmonary disease (COPD)</li> <li>Chronic burns (third or fourth degree or &gt;20% of total body surface area)</li> <li>Chronic renal disease (pre-dialysis &amp; dialysis)</li> <li>Chronic wound healing (level 3 or 4 or unstageable)</li> <li>Dysphagia</li> <li>Huntington's disease</li> <li>Lupus</li> <li>Muscular dystrophy</li> <li>Ostomies</li> <li>Rheumatoid arthritis</li> <li>Short bowel syndrome</li> </ul> | \$100                    |
| <b>Group 4</b><br><i>No updated confirmation required</i> <ul style="list-style-type: none"> <li>Human immunodeficiency virus or acquired immune deficiency syndrome (HIV/AIDS)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                 | \$150                    |

### 15.3. Travel Benefit – Regulations Section 4.14

The travel benefit may be provided for travel outside of the client's municipality of residence for only the following situations:

- Medical appointments for a service that cannot be provided in the client's municipality of residence;
- Job interview or commencement of employment;
- Support groups and AA counselling related to an approved client individual plan;
- Attend a SAID disability assessment; or
- Exceptional circumstances for travel outside of the municipality the client lives in, as approved by Manager (e.g., attend a funeral service for an immediate family member).

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Travel Benefits are not provided for travel within the municipality the client lives in. The client is expected to provide for their local travel through their Adult Basic Benefit.

Registered Indians (as per the Indian Act) who are SIS clients, receive benefits for accommodations, food, and travel costs outside of the municipality they live in from Health Canada for medical appointments. No SIS medical travel benefits are provided.

### **Travel in the NAD**

In the case of medical travel for residents of the NAD, the Ministry of Health authorizes medical travel on the basis of eligibility for supplementary health. Upon authorization, the Ministry of Social Services is responsible for health-related local transportation and all meals and/or accommodation costs required as part of the medical trip. SIS benefits are not provided for any ambulance, medical or hospital charges.

When health services outside of the province are required, confirmation must be obtained from the Ministry of Health. Upon confirmation, travel benefits may be provided. SIS benefits for any ambulance, medical or hospital charges are not provided.

#### **15.3.1. Amount of Benefit – Regulations Section 4.14**

The benefit may be provided 30 days in advance or following the travel.

The following amounts may be provided if the client meets eligibility outlined in Chapter 15.3:

**Mileage** - \$0.40 per kilometer per household.

**Meals** - \$45 per day per household member.

**Shelter** - \$95 per night (if required for medical reasons only) per household.

**Travel to attend a Funeral** – Under exceptional circumstances, the ministry may provide a benefit for travel to an immediate family member's funeral. The benefit will use the above rates for mileage and meals, to a combined maximum of \$400 per circumstance per household.

#### **15.4. Identification Benefit – Regulations Section 4-12**

An Identification Benefit may be provided to clients in the following situations:

- to confirm eligibility;
- to support an approved individualized case plan;
- to pursue education or employment; and
- other exceptional circumstances.

The minimum funds required to access reasonable identification (such as a birth certificate or non-driver photo identification) will be provided. This benefit is not provided to access a driver's license or to complete driver training.

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### **15.5. Short-term Emergency Support – Regulations Section 4-12**

The Short-term Emergency benefit is provided to address emergency situations that are unforeseen and, when failing to do so would result in harm. Funding may be provided when all of the following criteria have been met:

- There is imminent harm to any member of the household;
- The client has been following their individual plan; and
- The client cannot wait, access other available resources, or make alternative arrangements.

The Short-term Emergency benefit is not provided to address rent or utility arrears. It is also not intended to be used to address situations where benefits are already provided for such as the Household Health and Safety benefit (e.g., house fire, or escaping inter-personal violence).

#### **15.5.1. Amount of Benefit**

##### **Amount of Benefit**

The minimal funding required to remove the immediate risk of harm or to address a specific event or unforeseen item of immediate need may be provided, to a maximum of \$500 per household. In instances where a client/family is in a temporary housing arrangement (emergency shelter or hotel) and the period of time to access a permanent residence requires additional resources, expenditures over \$500 per household are allowed with the authority of the Service Delivery Manager.

The amount provided will be recovered if the benefit was used for purposes other than addressing the issue.

If an amount is provided for meals, emergency shelter and mileage it will adhere to ministry established rates.

**Emergency Shelters** – The benefit rate for temporary emergency shelter provided by a community-based organization is \$82.40 per night per household member. This amount includes meals.

The emergency shelter benefit is not provided when the emergency shelter is under contract with, or is receiving grant funding from, municipalities, the Government of Saskatchewan, or the Government of Canada for the provision of emergency shelter beds.

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If no Emergency Shelter is available or is not suitable, the hotel rate of \$95 per night per household may be provided.

**Meals** – \$20 per day per household member when meals are not already provided. This benefit is not provided when the \$82.40 per night Emergency Shelter rate is used.

**Transportation** – \$0.40 per kilometer and household.

**Other goods and services** – minimal funding may be provided for other goods and services to remove the immediate risk of harm.

If services are unavailable at ministry provided rates, the minimal funding necessary to meet the emergent need may be provided.

#### **15.5.2. Temporary Benefits for SAID Applicants**

Full SIS benefits may be provided for SAID applicants while awaiting eligibility determination for the SAID program. SAID applicants must meet SIS eligibility criteria to receive SIS benefits while awaiting the outcome of their Disability Impact Assessment. Benefits are provided from the date of application submission or the date the ministry determines SIS eligibility is to commence.

Full SIS benefits may be provided:

- if eligibility cannot be immediately determined and need is urgent (e.g., applicants require time to submit bank account verification); or
- for new SAID applicants, if financially eligible, the individual will receive SIS benefits to meet immediate needs if required, during the Disability Impact Assessment process and assessment appeal process.

#### **15.6. Transient Assistance**

Transients are single individuals or households, who are temporarily in the province and not receiving income assistance benefits from Saskatchewan. Saskatchewan residents without a fixed address, who lack the means to pay for their immediate needs, and are not already receiving income assistance from Social Services, may also be considered transients. If the individual or family unit requires ongoing income assistance, a full application for assistance is required. Transients, who normally reside out of province and wish to remain in Saskatchewan permanently, may complete a full SIS application. Transient aid can be provided for up to four days.

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A short-term benefit for food, accommodation, travel or other goods and services of an emergent nature may be provided to individuals and members of their household when the following criteria has been met:

- There is imminent harm to any member of the household;
- The applicant cannot wait until the next payment date, access other available resources, or make alternative arrangements; and
- The applicant has a plan for meeting future needs (e.g., is returning to home province where they have resources).

This benefit is not intended for SAID or SIS clients as there are emergency and crisis supports available in each of those programs.

### **Amount of Benefit**

**Accommodation** - The benefit rate for temporary emergency shelter provided by a community-based organization is \$82.40 per night per household member. This amount includes meals.

This benefit is not provided when the emergency shelter is under contract with, or is receiving grant funding from, municipalities, the Government of Saskatchewan, or the Government of Canada for the provision of emergency shelter beds.

If no Emergency Shelter is available or is not suitable, the hotel rate of \$95 per night per household may be provided.

**Meals** - \$20 per day per household member when meals are not otherwise provided. This benefit is not provided when the \$82.40 per night rate is used for accommodation.

**Transportation** – \$0.40 per kilometer and household will be provided to enable a transient individual or household to travel to their final destination within Canada.

**Other goods and services** – minimal funding may be provided for other goods and services to remove the immediate risk of harm.

### **After-hour Services**

- After-Hour service providers must complete a Transient Services Assessment form and ensure the eligibility criteria has been met prior to authorizing funding.
- After-Hour services providers may authorize benefits consistent with the amounts stated above in Chapter 15.5. If services are unavailable at ministry provided rates, the minimal funding necessary to meet the emergent need until the next ministry

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business day may be provided. If on-going supports are required, the client may make application for SIS benefits.

### Health Benefits for Transients

- Individuals identifying an emergency health need will be referred to local health centers, pharmacies and the Ministry of Health, Drug Plan Branch to access services and funding.
- For non-emergency situations a nomination for extended health benefits (e.g., drugs, dental, etc.) may be completed through the Provincial Health Registration System (PHRS) when no other resources are available. If the nomination is accepted the benefits are limited to four days.

### Verification/Documentation Requirements

| <b>Policy</b>                          | <b>Verification/Documentation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15.1. Interpersonal violence Situation | <ul style="list-style-type: none"> <li>• Statement from client</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 15.1. Disaster Situation               | <ul style="list-style-type: none"> <li>• Confirmation of denial from other sources (e.g., insurance), if required</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 15.2. Prescribed Diets                 | <ul style="list-style-type: none"> <li>• The medical diagnosis must be confirmed by a physician or nurse practitioner on the client's Medical Report Form or by the letter or prescription outlining diagnosis from a physician or nurse practitioner</li> <li>• Diagnosis of Group 3 condition (nutritional supplements) must be confirmed by physician or nurse practitioner on the client's Medical Report Form or through a letter/prescription. Plus, a prescription or documentation from a physician, nurse practitioner, or dietitian outlining the specific reason for the nutritional supplement</li> </ul> |
| 15.3. Medical appointments             | <ul style="list-style-type: none"> <li>• Verbal confirmation of appointment including date, and length of stay (if applicable)</li> <li>• Written confirmation must be provided by client if requested by the ministry, at any time</li> </ul>                                                                                                                                                                                                                                                                                                                                                                        |
| 15.3. Job or job interview             | <ul style="list-style-type: none"> <li>• Verbal confirmation of job or interview information</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 15.3. Approved individual plans        | <ul style="list-style-type: none"> <li>• Verbal confirmation of appointment including date, reason, and length of stay (if applicable)</li> <li>• Written confirmation must be provided by client if requested by the ministry, at any time</li> </ul>                                                                                                                                                                                                                                                                                                                                                                |

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| 15.3. Exceptional circumstances    | <ul style="list-style-type: none"> <li>• Verbal confirmation including date, reason, and length of stay (if applicable)</li> <li>• Written confirmation must be provided by client if requested by the ministry, at any time</li> </ul> |
| 15.5. Short Term Emergency Support | <ul style="list-style-type: none"> <li>• Client written or verbal statement describing the crisis</li> </ul>                                                                                                                            |
| 15.6. Transient Assistance         | <ul style="list-style-type: none"> <li>• Transient Aid Application</li> </ul>                                                                                                                                                           |

### Delegation of Authority

| The required delegate must indicate approval of the benefit                                                                                            |                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>Policy</b>                                                                                                                                          | <b>Approval Required</b> |
| 15.1. Household Health & Safety <ul style="list-style-type: none"> <li>• Interpersonal Violence</li> <li>• Natural or Human Caused Disaster</li> </ul> | Supervisor               |
| 15.1 and 15.3 Exceptional Circumstance                                                                                                                 | Manager                  |
| 15.5. Issuing a Benefit                                                                                                                                | Supervisor               |
| 15.5.1. and 15.5. Actual Costs of Hotel                                                                                                                | Supervisor               |
| 15.6. Approving Out of Province Travel                                                                                                                 | Manager                  |

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| The Saskatchewan Income Support Program                                   |                                                                                                             |
| <b>Chapter 16</b>                                                         | Legislative Authority                                                                                       |
| <b>Reporting Changes in Circumstances and Changing or Ending Benefits</b> | <i>The Saskatchewan Income Support Regulations<br/>Sections 2-2, 2-5, 3-8, 3-10, 4-2, 4-3, 4-9 and 4-12</i> |

## **16. Reporting Changes in Circumstances and Changing or Ending Benefits**

### **Intent**

This chapter describes the requirements for reporting a change in client circumstance for the purpose of calculating the client's SIS benefits.

### **Policy**

The ministry requires clients to report all changes in circumstances to the ministry as they occur. The ministry will make adjustments to the client's SIS benefits as a result of the reported changes in circumstances. The ministry will advise the client regarding any changes to the SIS benefits.

### **16.1. Changes in Income – Regulations Section 2-2 and 3-8**

Clients must report all income to the ministry. If monthly income does not vary, the client must report the income to the ministry when it is first received and as changes occur (see Chapter 6 Income).

### **16.2. Changes in Household Composition – Regulations Sections 2-2 and 3-8**

#### **16.2.1. Children – Regulations Sections 2-2, 3-8 and 4-9**

When a child is added to the household or leaves the household, the client must provide this information to the ministry (see Chapter 12.1 Children's Basic Benefit Eligibility).

When a child is no longer part of the household, SIS benefits, with the exception of Shelter Benefits, continue to the end of that month. See Chapter 13 for how the Shelter Benefit is applied.

#### **16.2.2. Marital Status – Regulations Section 2-2 and 3-8.**

Clients are required to report changes in marital status to the ministry as close as possible to the date when the change occurs. This requirement applies to the following changes: marriage; becoming common-law; divorce; reconciliation; separation; or death of spouse/partner.

In the case of separation, no SIS benefits changes related to marital status will occur for the client in the month of the separation. A recalculation of SIS benefits will occur for the following month. The separated spouse/partner may apply for SIS benefits if required.

If two separate clients marry, become common-law, or reconcile, no benefit changes related to marital status will occur during the month the change in marital status occurred.

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| The Saskatchewan Income Support Program                                   |                                                                                                         |
| <b>Chapter 16</b>                                                         | Legislative Authority                                                                                   |
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### **16.2.3. Detention– Regulations Section 2-5 Subheading**

No SIS benefits changes will occur for the month in which the detention occurred.

If a client is detained for more than 30 days, the spouse/partner must complete an application if they require SIS benefits.

A trustee may be appointed to handle shelter benefits for up to 90 days for single parents detained, if required to keep the family intact.

### **16.2.4. Stop Payment Notice**

When a stop payment notice (SPN) is issued to the client who is a Prolific Violent Offender (PVO) pursuant to subsection 3(3) of *The Warrant Compliance Act*, SIS benefits are to be suspended.

No overpayment is assessed for benefits provided for the month in which the stop payment notice was issued.

#### **16.2.4.1. Prevent Harm to Other Members of the Household**

Upon the manager's review of the family circumstances, when there are other members of the household that would be negatively impacted by changing benefits, SIS benefits may be maintained at their current rate for up to 90 days to avoid harm to other members of the household. This time period allows the family to plan for the change in their circumstances or the resolution of the stop payment order. Approval by Supervisor specific to SPN is required.

If a change of circumstance occurs within the 90-day period, benefits will be reassessed based on the new information. Examples include: the client has moved, is receiving income that makes them ineligible for income assistance, or there is a change in household membership (such as a separation).

### **16.2.5. Death**

SIS benefits, for which the client was eligible, issued in the month of the death do not need to be repaid.

### **16.3. Absence from Accommodation – Regulations Section 4-12**

SIS benefits, for which the client was eligible, do not need to be repaid when a client temporarily (30 days or less) resides in short-term accommodation (hotel) or in a special facility (e.g., family shelter, addiction treatment centre, respite home, jail) and has already received SIS benefits during the month.

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| The Saskatchewan Income Support Program                                   |                                                                                                             |
| <b>Chapter 16</b>                                                         | Legislative Authority                                                                                       |
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#### **16.3.1. Clients Admitted to Hospital – Regulations Section 4-2**

The Adult Basic Benefit and Shelter Benefit (if client was previously in receipt of a Shelter Benefit) will be provided during the course of a stay at a hospital.

#### **16.3.2. Addiction Treatment Centres, Emergency Accommodation or Family Shelters – Regulations Sections 4-2 and 4-3**

The Adult Basic Benefit and Shelter Benefit (if client was previously in receipt of a Shelter Benefit and is retaining their residence) will be provided during the course of a stay at these facilities.

#### **16.4. Temporary Absence from Saskatchewan**

SIS benefits may be provided with the Manager's approval in situations such as:

- client participating in a training program as part of an approved plan;
- taking medical treatment not available locally; or
- other temporary absence up to 30 days.

#### **16.5. Review with Client – Regulations Section 3-9**

Before changing, suspending, ending, or reinstating SIS benefits, the circumstances should, whenever reasonably possible, be communicated to the client.

If it is not possible to discuss the client's circumstances in person, inquiries may be made to obtain any information necessary to determine eligibility. These inquiries should be made with the client's prior knowledge, if at all possible.

The client is notified in writing of any decision that results in a change of SIS benefits or impacts eligibility, and of the right to request a reconsideration of the decision or to appeal the decision.

#### **16.6. Ending SIS Benefits – Regulations Section 3-10**

No further SIS benefits will be issued from the date on which the client becomes no longer eligible for SIS. SIS benefits, for which the client was eligible, provided during the month, do not need to be repaid.

Case closure may occur 30 calendar days from the last day of the month benefits were issued.

For ending of Supplementary Health Benefits, see Chapter 20.

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| <b>Reporting Changes in Circumstances and Changing or Ending Benefits</b> | <i>The Saskatchewan Income Support Regulations Sections 2-2, 2-5, 3-8, 3-10, 4-2, 4-3, 4-9 and 4-12</i> |

### 16.7. Relocation – Regulations Section 3-8

The client must notify the ministry when they relocate to a new permanent address.

#### Verification/Documentation Requirements

| <b>Policy</b>                                                         | <b>Verification/Documentation</b>                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16.2.1. Adding/Removing Child                                         | <ul style="list-style-type: none"> <li>Change of Household Membership Form</li> </ul>                                                                                                                                                                                       |
| 16.2.2. Divorce, separation, death or change of the head of household | <ul style="list-style-type: none"> <li>Change of Household Membership Form</li> </ul>                                                                                                                                                                                       |
| 16.2.3. Application by Spouse/Partner                                 | <ul style="list-style-type: none"> <li>Change of Household Membership Form</li> </ul>                                                                                                                                                                                       |
| 16.7. Relocation                                                      | <ul style="list-style-type: none"> <li>Change of Address Form</li> <li>Client's verbal declaration to the Income Assistance Worker; or</li> <li>Copy of the tenancy agreement or rent receipt and address, phone number of property owner/property owner's agent</li> </ul> |

#### Delegation of Authority

| The required delegate must indicate approval of the benefit |                              |
|-------------------------------------------------------------|------------------------------|
| <b>Policy</b>                                               | <b>Approval Required</b>     |
| 16.2.4. Stop Payment Notice                                 | Supervisor (specific to SPN) |
| 16.4. Temporary Absence from Saskatchewan                   | Manager                      |

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| <b>Chapter 18</b>                       | Legislative Authority                                                       |
| <b>Recoveries</b>                       | <i>The Saskatchewan Income Support Regulations<br/>Sections 1-2 and 2-7</i> |

## 17. Eligibility Review

### Intent

This chapter establishes review periods and outlines the requirements of a review.

### Policy

The ministry may review client information and circumstances at any time to confirm eligibility. Clients are required to participate and provide information required to confirm eligibility. Failure to participate in the review or provide required information may result in the suspending or ending of SIS benefits.

### 17.1. Reassessment Timelines – Regulations Section 3-9

The following rules and limitations apply to reassessment of benefits:

#### Overpayment Determinations:

Benefits, paid more than four years before the day on which the ministry determines that a client received more in benefits than they were entitled, are not included in the reassessment. Only the portion of the overpayment within the four-year period is assessed.

This limitation does not restrict the ministry's right to recover the full amount of an overpayment assessed.

#### Other Reassessments:

Reassessment is effective the date the ministry is advised of the change. If the ministry becomes aware that a reassessment is warranted for health and safety reasons the reassessment period cannot exceed four years from the date the ministry becomes aware of the change.

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| <b>Chapter 18</b>                       | Legislative Authority                                                       |
| <b>Recoveries</b>                       | <i>The Saskatchewan Income Support Regulations<br/>Sections 1-2 and 2-7</i> |

## 18. Recoveries

### Intent

This chapter outlines recovery requirements for recoverable SIS benefits and overpayments.

### Policy

The ministry will recover the funds from a client's future SIS benefits when a client receives SIS benefits that they were not entitled to receive (an overpayment) or were given a benefit that is recoverable. If the client is no longer in receipt of SIS benefits, the ministry may use other means to recover those funds.

#### 18.1. Overpayment Defined – Regulations Sections 1-2 and 2-7

The amount paid over and above the SIS benefits a client is eligible for is an overpayment when:

- SIS benefits were paid during a period when a client's income and assets were greater than the benefits they were eligible to receive;
- SIS benefits were paid beyond what the client was eligible to receive; or
- the client was ineligible for SIS benefits.

#### 18.2. Recoverable SIS Benefits

A recoverable benefit is a payment provided to a client that must be paid back.

#### 18.3. Overpayment and Recoverable Benefit Recovery Rates – Act Section 29

Overpayments and recoverable SIS benefits are recovered from a client's SIS benefits at a flat rate of \$50 per month per household. A higher recovery rate may be used if requested by the client.

A supervisor may approve a recovery rate of \$25 per month per case when an overpayment was the result of ministry error. The reduced amount applies only for the time it takes to recover the amount that was created due to ministry error. Once repaid, the recovery rate increases back to the \$50 recovery rate for the remaining overpayment balance.

#### 18.4. Assignment of Recovery

When spouses/partners separate, the client is responsible for the full amount of the debt to the ministry.

If the spouses/partners subsequently reconcile, the debt to the ministry is recovered regardless of whether they had a different spouse/partner in the interim before the reconciliation.

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| The Saskatchewan Income Support Program |                                                                             |
| <b>Chapter 18</b>                       | Legislative Authority                                                       |
| <b>Recoveries</b>                       | <i>The Saskatchewan Income Support Regulations<br/>Sections 1-2 and 2-7</i> |

If a person owes a debt to the ministry and becomes a spouse/partner in a different household, the debt to the ministry cannot be recovered from future SIS benefits without the written consent of their spouse/partner. The client remains responsible for the debt to the ministry if the person subsequently leaves the household.

### **18.5. Recovery Deferred**

A supervisor may defer a recovery from future SIS benefits if clients:

- are appealing an overpayment; or
- declare bankruptcy.

The ministry will collect on any debt to the ministry that was created after the client was declared bankrupt.

### **Verification/Documentation Requirements**

| <b>Policy</b>                 | <b>Verification/Documentation</b>                                                       |
|-------------------------------|-----------------------------------------------------------------------------------------|
| 18.4. Assignments of Recovery | <ul style="list-style-type: none"> <li>• Written consent from spouse/partner</li> </ul> |
| 18.5. Bankruptcy              | <ul style="list-style-type: none"> <li>• Proofs of claim form</li> </ul>                |

### **Delegation of Authority**

| The required delegate must indicate approval of the benefit |                          |
|-------------------------------------------------------------|--------------------------|
| <b>Policy</b>                                               | <b>Approval Required</b> |
| 18.3 Reduced Recovery Rate                                  | Supervisor               |
| 18.5 Recovery Deferred                                      | Supervisor               |

|                                         |                                                                            |
|-----------------------------------------|----------------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                            |
| <b>Chapter 19</b>                       | Legislative Authority                                                      |
| <b>Funerals</b>                         | <i>The Saskatchewan Income Support Regulations</i><br><b>Sections 4-15</b> |

## 19. Funerals and Funeral Related Services

### Intent

This chapter outlines the funeral and funeral-related benefits that may be provided by the Saskatchewan Income Support (SIS) program, the eligibility requirements for the benefits, applicable benefit rates, and the delegated authority for decisions.

### Policy

To provide the funeral and/or related benefits, all eligibility criteria must be met. Where criteria are met, the ministry may provide funeral benefits to assist with funeral and related expenses for an existing SIS client, their spouse, and/or their dependent children or for an individual who was not a SIS client at the time of death but meets the eligibility criteria as defined in 19.1 below.

Applications for funeral benefits are to be made by telephone and may be made by the next of kin, a relative, the Executor, or another responsible adult. In the absence of these individuals, the funeral director may make the application. The application for funeral benefits form is completed regardless of whether an individual was in receipt of SIS benefits at the time of death or not.

As a condition of eligibility for the funeral benefit and where the ministry pays for the funeral, the applicant for funeral and related expenses will agree to the CPP Death Benefit being collected by the ministry. In those situations where the family or next of kin has applied for the CPP Death Benefit, the ministry will seek repayment from that person.

SIS benefits related to the death of an individual are not provided for any actual amounts or additional expenses, other than those noted in this policy.

### Designated Decision-maker

Section 91 of *The Funeral and Cremation Services Act* lists the person(s) eligible to be the authorized decision maker in priority order. Only the authorized decision maker has the right to control the disposition of the deceased's remains. Where there is no person, other than a funeral director, who is willing or able to act as the authorized decision maker, the Minister of Social Services may designate a decision maker through a Minister's Order. The designated person can be any person at the discretion of the Minister. In these instances, the designated person has the right to control the disposition of remains by burial and does not have the authority to authorize cremation. A ministry employee does not have authority to act as the applicant or decision-maker for the deceased person unless specifically named in a Minister's Order.

|                                         |                                                                            |
|-----------------------------------------|----------------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                            |
| <b>Chapter 19</b>                       | Legislative Authority                                                      |
| <b>Funerals</b>                         | <i>The Saskatchewan Income Support Regulations</i><br><b>Sections 4-15</b> |

### 19.1. Eligibility – Regulations Section 4-15

When determining financial eligibility, the combined cash value of all liquid assets is reviewed and assessed, and includes but is not limited to:

- cash on hand;
- an amount on deposit in a financial institution or held by a third party that must be paid to a household member on demand;
- the readily available value of:
  - a stock, bond, share in a corporation or other security;
  - a mortgage or agreement for sale;
  - a bequest pursuant to a will;
  - an award of damages pursuant to a court decision;
  - a settlement of a claim;
  - an accessible pension fund;
  - a Registered Retirement Savings Plan (RRSP) and/or a Registered Disability Savings Plan (RDSP) as defined in section 146 of the Income Tax Act (Canada);
  - a registered retirement income fund as defined in section 146.3 of the Income Tax Act (Canada); and/or
  - a beneficial interest in an asset that is held in trust.

If there was an active SIS file when the client passed away, any documentation from that file can be deemed adequate to determine eligibility for funeral benefits with the condition that there have been no financial changes since the client passed away.

The application for funeral benefits is denied if:

- The combined liquid assets of the estate meet or exceed:
  - \$4,500 plus the value of the pre-approved transportation costs where there are no additional fees for plot opening and closing services; or
  - \$4,500 plus the actual cost of plot opening and closing services, plus, where applicable, the value of the pre-approved transportation costs; or
  - the total of \$6,500 where plot opening and closing services are required but the cost is unknown, plus, where applicable, any pre-approved transportation costs;
- the funeral costs have been pre-paid by the client or another party; and/or
- the funeral benefit application was made more than 90 days after the date of the burial and no exceptional circumstances are present, unless approved by Supervisor.

Where eligibility is confirmed, as per Section 19.2 the ministry will provide:

- a \$4,500 flat rate funeral benefit;

|                                         |                                                                            |
|-----------------------------------------|----------------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                            |
| <b>Chapter 19</b>                       | Legislative Authority                                                      |
| <b>Funerals</b>                         | <i>The Saskatchewan Income Support Regulations</i><br><b>Sections 4-15</b> |

- if required, the actual cost of opening and closing the burial plot; and/or
- costs for transportation that exceed 50 kilometres (roundtrip) outside the community of residence of the deceased. Transportation benefits must be approved in advance by the Supervisor.

The ministry will not seek reimbursement from the estate for any funeral benefits it provides unless it is later determined the assets of the estate were sufficient to cover the costs. Reimbursement will also not be deducted from any payable SIS benefits for which the SIS client was eligible before death.

## **19.2. Amount of Benefit – Regulations Section 4-15**

### **Flat rate benefit**

A flat rate of \$4,500 is provided to the funeral service provider to cover funeral expenses. The flat rate benefit includes any and all of the following items:

- Professional and staff services including coordination and arrangement of bereavement rights and ceremonies with the authorized representative of the deceased.
- Completion and filing of all documents necessary to carry out the services and supplies requested, including, but not limited to, death registration, obtaining a cremation and / or burial permit, and other mandatory documents.
- Use of funeral home facilities and equipment including service areas, preparation room, parking.
- Transfer of deceased from the place of death within 50 Km; including use of hearse or other transfer vehicle.
- Transfer of the deceased to the cemetery or crematorium as required.
- Sanitary care and preparation of the deceased: dressing, hairdressing, casketing to prepare the remains for bereavement rights and ceremonies as requested.
- Embalming fee and/or cremation fee.
- A casket (specific minimum at the discretion of the funeral home).

### **Items not included in the flat rate benefit**

Additional items and services that are purchased by other parties and not included in the funeral benefit amount may include but are not limited to: casket upgrade; flowers; honoraria, memorial books, and stationery; obituary notice; and facility charges for receptions, wakes, and catering.

### **Cemetery Plot Opening and Closing**

The actual cost for the opening and closing of the cemetery plot and any other fees required for burial will be reimbursed to the funeral service provider, cemetery, or

|                                         |                                                                            |
|-----------------------------------------|----------------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                            |
| <b>Chapter 19</b>                       | Legislative Authority                                                      |
| <b>Funerals</b>                         | <i>The Saskatchewan Income Support Regulations</i><br><b>Sections 4-15</b> |

municipality upon receipt of the invoice from the funeral service provider, or the municipality for this service.

The cost of the grave liner, vault, or wood box (where mandatory as determined by the municipality/cemetery) will be paid as part of the cemetery costs.

### **Transportation of Deceased Outside Community of Residence**

In addition to the flat rate funeral benefit, funds for transportation of the deceased may be provided when mileage exceeds the first 50 kilometres (round trip) and where the funeral and/or burial is in a location other than the client's municipality of residence at the time of their death. The amount provided is only for the number of kilometres greater than the first 50 kilometres round trip.

Supervisor approval must be given in advance where transportation costs are required (for example, when the person passes away in a location other than the municipality of their residence).

The kilometre rate is the Government of Saskatchewan published rates.

Transportation is limited to the boundaries of the province except for the cities of Flin Flon and Lloydminster.

In situations where ground transportation is not available, the Manager may approve the actual cost of alternate transportation.

Funds for costs to transport the deceased to a location other than that of the funeral for burial site are not provided through SIS.

If authorized by a Coroner, fees related to the transportation of a body from the scene of death to a hospital (for autopsy) or to a holding facility (e.g., morgue, funeral home) are paid by the Office of the Chief Coroner in accordance with The Coroners Regulations, 2000. This would include paying for the cost related to the transportation of the body from the hospital or holding facility back to the scene of death. Charges for autopsies requested by the next-of-kin are not provided through SIS.

### **CPP Death Benefit**

Where the ministry pays for the funeral, and as a condition of eligibility for funeral benefits, the applicant for funeral and related expenses will agree to the ministry applying for and collecting the Canada Pension Plan (CPP) Death Benefit.

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|-----------------------------------------|----------------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                            |
| <b>Chapter 19</b>                       | Legislative Authority                                                      |
| <b>Funerals</b>                         | <i>The Saskatchewan Income Support Regulations</i><br><b>Sections 4-15</b> |

In those situations where the Executor, a family member or next of kin has applied for the CPP Death Benefit the ministry will make every effort to seek repayment from that person.

### Payment Process

All funeral benefit payments are made to the funeral service provider. Payment for cemetery plot opening and closing costs (including the costs of grave liner, vault or wood box as charged by the municipality) may be made to the funeral service provider or the municipality. When the ministry pays a vendor directly for services, GST is not included in the payment.

### Verification/Documentation Requirements

| Policy                                                                                                               | Verification/Documentation                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19.1. Eligibility                                                                                                    | <ul style="list-style-type: none"> <li>• Funeral Benefit Application</li> <li>• Income and asset documentation as applicable</li> </ul>                                                                                                                                                                                                                                                                                                                      |
| 19.2. Amount of Benefit<br>Flat rate funeral benefit                                                                 | <ul style="list-style-type: none"> <li>• Funeral service provider invoice including funeral costs and specifying type of service provided, and</li> <li>• Death certificate for deceased</li> </ul>                                                                                                                                                                                                                                                          |
| Transportation costs<br>(where roundtrip transportation exceeds 50 km or where alternate transportation is required) | <ul style="list-style-type: none"> <li>• Supervisor approval is documented on the client file</li> <li>• Funeral service provider invoice details the transportation requirements for the deceased, including the total number of kilometres travelled round trip, and/or</li> <li>• Where alternate transportation is required (other than ground transportation), the funeral invoice includes the method and actual cost of the transportation</li> </ul> |
| Opening and closing of cemetery plot                                                                                 | <ul style="list-style-type: none"> <li>• Funeral or cemetery/municipality invoice listing the actual cost of the service</li> </ul>                                                                                                                                                                                                                                                                                                                          |

### Delegation of Authority

| The required delegate must indicate approval of the benefit                                                              |                   |
|--------------------------------------------------------------------------------------------------------------------------|-------------------|
| Policy                                                                                                                   | Approval Required |
| 19.1. – Flat rate \$4,500 funeral benefit where the application is made 90 days or more after the burial of the deceased | Supervisor        |

|                                         |                                                                            |
|-----------------------------------------|----------------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                            |
| <b>Chapter 19</b>                       | Legislative Authority                                                      |
| <b>Funerals</b>                         | <i>The Saskatchewan Income Support Regulations</i><br><b>Sections 4-15</b> |

|                                                                                                                                                                            |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 19.2. – Costs for the transportation of the deceased where travel outside the community of residence at the time of death is required and exceeds 50 kilometres round trip | Supervisor |
| 19.2. – Alternate travel costs for transportation of the deceased where ground transportation is not available/appropriate                                                 | Manager    |

|                                         |                                                                            |
|-----------------------------------------|----------------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                            |
| <b>Chapter 20</b>                       | Legislative Authority                                                      |
| <b>Supplementary Health</b>             | <i>The Saskatchewan Income Support Regulations</i><br><b>Sections 4-17</b> |

## 20. Supplementary Health

### Intent

This chapter outlines requirements for SIS applicants to be nominated for Supplementary Health benefits through the Ministry of Health.

### Policy

The ministry will nominate SIS clients and household members for Supplementary Health benefits. The ministry may also nominate SIS applicants who are not eligible for SIS benefits but have declared high health related costs.

The ministry will not provide funds for medical and therapeutic drugs whether or not they are provided through the Ministry of Health.

### 20.1. Cancellation of Supplementary Health Services

If a client is no longer eligible to receive SIS benefits, their nomination for Supplementary Health Benefits will be withdrawn.

### 20.2. Continued Eligibility for Supplementary Health Services

Clients and eligible household members will continue to be eligible to receive Supplementary Health Services for a period of 6 months after they are no longer eligible to receive SIS benefits if they have left SIS for employment.

|                                         |                                                                                     |
|-----------------------------------------|-------------------------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                                     |
| <b>Chapter 21</b>                       | Legislative Authority                                                               |
| <b>Reconsiderations and Appeals</b>     | <i>The Saskatchewan Income Support Regulations<br/>Sections 3-12, 3-13 and 3-14</i> |

## 21. Reconsiderations and Appeals

### Intent

This chapter outlines the process for a client to request a reconsideration of a ministry decision affecting their SIS benefits.

### Policy

Clients/applicants have the right to appeal ministry decisions affecting their eligibility for SIS benefits and/or their SIS benefits levels.

The ministry and/or the client have the right to appeal a decision made by the Regional Appeal Committee (RAC).

After receiving a notification of a decision from the ministry, clients have 15 calendar days to appeal the decision. Appeals by the client or an advocate on their behalf are made in writing- either through a letter or e-mail, to the Manager, Service Delivery.

Clients/applicants may appeal only in these circumstances:

- they were not allowed to apply or reapply for income support;
- a decision about their application was not processed within a reasonable time;
- their application for income support was denied;
- their SIS benefits were cancelled, withheld or changed;
- they were assessed an overpayment/recovery, however, overpayments from Provincial Training Allowance and Skills Training Benefit programs may not be appealed; or
- they disagree with the amount of SIS benefits.

Appeals may be heard in person (with the individual in attendance), by teleconference or as determined by the Manager and Committee/Appeal Board Chairperson.

Clients/applicants who are not able to participate in a hearing may have someone do so on their behalf.

Clients/applicants may withdraw an appeal verbally or in writing.

Clients/applicants may request temporary SIS benefits pending a Regional Appeal Committee or Social Services Appeal Board hearing. SIS benefits may be provided until the appeal is concluded except when the client/applicant has combined assets and income more than the total of SIS benefits that would be available to that household, or the applicant is ineligible under Chapter 5.2. SIS benefits are not provided for expenses related to preparation of an appeal or attendance at a hearing.

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|-----------------------------------------|-------------------------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                                     |
| <b>Chapter 21</b>                       | Legislative Authority                                                               |
| <b>Reconsiderations and Appeals</b>     | <i>The Saskatchewan Income Support Regulations<br/>Sections 3-12, 3-13 and 3-14</i> |

### **21.1. Level One – Reconsideration – Regulations Section 3-12**

Individuals who are not satisfied with a decision may ask the ministry to reconsider it within 15 calendar days of being notified. The Program Analyst must reconsider this request within 7 calendar days of receiving it. If the Program Analyst cannot resolve the issue, then they must schedule a RAC hearing to review the matter within 15 calendar days of the reconsideration decision.

If a client requests an appeal beyond the regulated timeline or appeals a matter that is not appealable, the Program Analyst will advise the client in writing that a hearing cannot proceed because the appeal request is outside the authority of the program regulations.

### **21.2. Level Two – Appeal to the Regional Appeal Committee – Regulations Section 3-13**

The RAC must hear the appeal within 15 calendar days from the date they receive the request. Decisions made in writing by the RAC post hearing are binding unless overturned by the Social Services Appeal Board (SSAB).

In cases where the ministry or client appeal the decision of the RAC, no action will be taken to implement the RAC decision until a decision is made by the SSAB.

### **21.3. Level Three – Appeal to Social Services Appeal Board – Regulations Section 3-14**

If the client or ministry is dissatisfied with the decision of the RAC, they can appeal the decision to the SSAB within 15 days of the written RAC's decision. The decision of the SSAB is final and binding unless subsequently overturned by the Court of King's Bench on matters of law.

|                                         |                                                                           |
|-----------------------------------------|---------------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                           |
| <b>Chapter 22</b>                       | Legislative Authority                                                     |
| <b>Trustees</b>                         | <i>The Saskatchewan Income Support Regulations</i><br><b>Sections 3-6</b> |

## 22. Trustees

### Intent

This chapter outlines the supports a SIS client can access to help them manage their benefits when other options have been exhausted and/or other supports are not sufficient.

### Policy

To assist with individualized case planning, a client may be referred to money management support through a trustee. The ministry may also direct that a benefit be paid to a trustee if the client has demonstrated over time, they are incapable of managing his or her own affairs. A trustee will administer the benefit in the best interests of the client.

The ministry will review the need for trusteeship services at least annually or according to the client's need with the purpose of ensuring the client will be able eventually to independently manage their own affairs.

There are two types of trustees the ministry may consider:

- Personal Trustee (PT) – are non-ministry funded arrangements the ministry makes with a PT (e.g., family, friend, or another person); or
- CBO Trustee – are part of contracted services through a community-based organization (CBO).

PTs and CBO Trustees (or 'trustees') will sign agreements with the ministry and report on how they spend a client's benefits. They must participate in a review of services at the request of the ministry.

The Public Guardian and Trustee (PGT) acts as a trustee if a person has been certified incompetent under *The Adult Guardianship and Co-decision-making Act*. They become placed under the jurisdiction of the PGT. The ministry does not require the PGT to sign an agreement nor report on how they spend a client's benefits. The ministry does not review PGT services.

The following sections of *The Trustee Act, 2009* apply to trustees appointed by the ministry:

- Part 1;
- Section 7 - Duty of care and duty of good faith;
- Section 8 - Certain trustees who are remunerated may not be relieved from duty of care; and,
- Section 9 - Conflicts of interest prohibited.

|                                         |                                                                           |
|-----------------------------------------|---------------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                           |
| <b>Chapter 22</b>                       | Legislative Authority                                                     |
| <b>Trustees</b>                         | <i>The Saskatchewan Income Support Regulations</i><br><b>Sections 3-6</b> |

In the event the trustee is unable to locate a client, the trustee will make reasonable efforts to locate the client using information on hand, determine if the ministry has additional information to assist in locating the client, and/or distribute the funds due to the client in accordance with *The Missing Persons and Presumption of Death Act, The Trustee Act, 2009*, or as otherwise ordered by the Court.

### **22.1. Designation of a Trustee – Regulations Section 3-6**

The minister may enter into an agreement with a trustee acting for the client. The agreement will set out the responsibilities of the trustee.

A supervisor must approve the appointment of a trustee and the trustee agreement. The ministry must advise trustees and the client in writing of the appointment of a trustee.

The ministry will advise the trustee of any changes in the client's benefits, including the suspension or cancellation of benefits. The ministry notifies trustees of the following:

- that the ministry has the right to conduct an audit of transactions related to the trusteeship and that all receipts, bank statements, invoices, and cancelled cheques must be kept until written authority for their destruction is granted or five years have passed;
- that trustees are required to notify the ministry of changes in the client's circumstances.
- that trustees are required to submit an accounting report upon the ministry's request; and
- that trustees are required to give notice to vendors (landlords, utility companies) regarding changes in a client's payment or accounts with the vendor.

### **22.2. Review of Trustee Services – Regulations Section 3-6**

The ministry has the right to audit transactions related to trusteeship and to review the continuing need for trusteeship services.

The ministry will establish a date for review of trustee accounting and review of service need when signing the agreement with the trustee. The period for trusteeship is always based on the needs of the client and established criteria.

Trustees are required to maintain separate accounting for each client they act as trustee for and record the manner in which funds are disbursed.

Contracted organizations complete the accounting form every 6 months.

|                                         |                                                                           |
|-----------------------------------------|---------------------------------------------------------------------------|
| The Saskatchewan Income Support Program |                                                                           |
| <b>Chapter 22</b>                       | Legislative Authority                                                     |
| <b>Trustees</b>                         | <i>The Saskatchewan Income Support Regulations</i><br><b>Sections 3-6</b> |

### 22.3. Cancellation of Trustee Services

When a trustee agreement ends, the trustee will provide the client and the ministry with a closing account statement. The trustee will ensure that all funds due to the client or owed by the client are appropriately disbursed or received by the client, their new trustee, or their estate within 30 days of the trusteeship relationship ending. The trustee will not return the benefit to the ministry. The ministry has no claim to the client's benefits once it is issued to the trustee.

### Verification/Document Requirements

| <b>Policy</b>                    | <b>Verification/Documentation</b>                                           |
|----------------------------------|-----------------------------------------------------------------------------|
| 22.1. Designation of a Trustee   | <ul style="list-style-type: none"> <li>Trustee Agreement</li> </ul>         |
| 22.2. Review of Trustee Services | <ul style="list-style-type: none"> <li>Trustee Accounting Report</li> </ul> |

### Delegation of Authority

| The required delegate must indicate approval of the benefit |                          |
|-------------------------------------------------------------|--------------------------|
| <b>Policy</b>                                               | <b>Approval Required</b> |
| 22.1. Designation of a Trustee                              | Supervisor               |