

## Employment Support and Income Assistance Policy Manual Revisions

### Record of Revisions

Revision #	Revision Date	Chapter	Section
186	September 26, 2011	5 – Basic Needs	11 – Immigration

#### Current Version:

#### **5.11.4 Policy: Applicants Determined at Intake to be a Resettled Refugee**

Immigrants in this class may be granted permanent resident status for humanitarian reasons of international obligation by the Government of Canada. They must either be a privately sponsored or sponsored by government (Government Assisted Refugee).

Government Assisted Refugees (GARs) are provided with financial assistance through the Refugee Assistance Program, administered by Citizenship and Immigration Canada. They are also provided with settlement and integration assistance by the Immigrant Settlement and Integration Services (ISIS).

Private Assisted Refugees (PARs) are provided settlement and integration assistance by an approved sponsoring group. GARs or PARs who no longer qualify for federal government or private sponsorship assistance may qualify for Income Assistance.

#### Previous Version:

#### **5.11.4 Policy: Applicants Determined at Intake to be a Resettled Refugee**

Immigrants in this class may be granted permanent resident status for humanitarian reasons of international obligation by the Government of Canada. They must either be a privately sponsored or sponsored by government (Government Assisted Refugee).

Government Assisted Refugees (GARs) are provided with financial assistance through the Refugee Assistance Program, administered through Immigrant Settlement and Integration Services (ISIS). Private Assisted Refugees (PARs) are provided sponsorship and integration assistance by an approved sponsoring

group. Immigrants who no longer qualify for the above program may qualify for Income Assistance.

Revision #	Revision Date	Chapter	Section
185	September 26, 2011	6 – Special Needs	3 – Special Needs

**Current Version:**

**Funeral Costs** ([Policy 6.2.11](#)):

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• professional services and merchandise i.e., cremation, cremation urn or casket</li> <li>• cash disbursements i.e., opening and closing of grave, grave lot, clothing</li> <li>• mileage</li> </ul> | <ul style="list-style-type: none"> <li>• up to \$2,700</li> <li>• up to \$1,100</li> <li>• \$0.60 per kilometer</li> </ul> |
|---|--|

**Previous Version:**

**Funeral Costs** ([Policy 6.2.11](#)):

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• opening and closing of grave, grave lot, clothing</li> <li>• professional services and cremation urn or casket</li> <li>• mileage</li> </ul> | <ul style="list-style-type: none"> <li>• up to \$1,100</li> <li>• up to \$2,700</li> <li>• \$0.60 per kilometer</li> </ul> |
|---|--|

Revision #	Revision Date	Chapter	Section
184	September 26, 2011	6 – Special Needs	2 – Special Needs

**Current Version:**

Allowable Expenses	Maximum Approved Amounts
<b>Professional Services and Merchandise – i.e. cremation, cremation urn or casket.</b>	up to a maximum total of \$2,700 + taxes
<p><b>Cash Disbursements</b> for the following:</p> <ol style="list-style-type: none"> <li>1. Cemetery Charges (open, close, clean up grave, burial permits, etc.);</li> <li>2. Grave Liner (wooden);</li> <li>3. Cemetery equipment &amp; set up;</li> <li>4. Radio notices;</li> <li>5. Newspaper notices;</li> <li>6. Clothing for the deceased;</li> <li>7. Honorariums (Clergy, Music,); and</li> <li>8. Grave Lot</li> </ol>	up to a maximum total of \$1,100 + taxes
<b>Mileage</b> over 25 kilometers	may be paid on a per kilometer basis at a rate of 60 cents per kilometer
Any <b>exceptions</b> requested in addition to the approved funeral cost such as, but not limited to, oversized casket, special-embalming preparations, out-of-province transfer.	approval of the Supervisor required

**Previous Version:**

**Funeral Rates Schedule**

Allowable Expenses	Maximum Approved Amounts
<b>Professional Services and Merchandise – i.e. cremation, urn or casket.</b>	up to a maximum total of \$2,700 + taxes

<p><b>Cash Disbursements</b> for the following:</p> <ul style="list-style-type: none"> <li>9. Cemetery Charges (open, close, clean up grave, burial permits, etc.);</li> <li>10. Grave Liner (wooden);</li> <li>11. Cemetery equipment &amp; set up;</li> <li>12. Radio notices;</li> <li>13. Newspaper notices;</li> <li>14. Clothing for the deceased;</li> <li>15. Honorariums (Clergy, Music,); and</li> <li>16. Grave Lot</li> </ul>	<p>up to a maximum total of \$1,100 + taxes</p>
<p><b>Mileage</b> over 25 kilometers</p>	<p>may be paid on a per kilometer basis at a rate of 60 cents per kilometer</p>
<p>Any <b>exceptions</b> requested in addition to the approved funeral cost such as, but not limited to, oversized casket, special-embalming preparations, out-of-province transfer.</p>	<p>approval of the Supervisor required</p>

Revision #	Revision Date	Chapter	Section
183	September 12, 2011	6 – Special Needs	1 – Special Needs

**Current Version:**

**6.1.2 Policy: Process for Special Needs Requests**

An applicant/recipient and/or spouse of an applicant/recipient will provide the following information, where applicable, when requesting a special needs item/service:

1. the reason for the request;
2. a description of the special need;
3. any professional documentation supporting the special need (examples include, but not limited to, medical physician, dietician, dentists, social worker, psychiatrist, police);

4. the monthly total cost of the special need item/service;
5. information regarding the resources/alternatives that have been investigated with respect to obtaining the special need item/service from other sources;
6. requested estimates; and
7. invoice or receipt for the special need item/service.

Prior approval is required for special needs items/services. Only in emergency situations, can a special need item/service be approved after the purchase and/or utilization of a service. If the special need item/service has already been acquired, and is an approved item/service under ESIA Policy, an invoice or receipt for the special need is required.

In determining eligibility in cases where the special need items/service being requested is related to the health or medical needs of the individual, the caseworker may obtain further information as required and/or consult with a person qualified to provide advice regarding appropriateness, necessity and effectiveness of the requested special needs item/service. This may include, but not limited to, a request for a second opinion from a person who specializes in the area related to the special need item/service.

### **Previous Version:**

#### **6.1.2 Policy: Process for Special Needs Requests**

An applicant/recipient and/or spouse of an applicant/recipient will provide the following information, where applicable, when requesting a special needs item/service:

1. the reason for the request;
2. a description of the special need;
3. any professional documentation supporting the special need (examples include, but not limited to, medical physician, dietician, dentists, social worker, psychiatrist, police);
4. the monthly and/or total cost of the special need item/service;
5. information regarding the resources/alternatives that have been investigated with respect to obtaining the special need item/service from other sources;
6. requested estimates; and
7. invoice or receipt for the special need item/service.

Prior approval is required for special needs items/services. Only in emergency situations, can a special need item/service be approved after the purchase and/or utilization of a service.

In determining eligibility in cases where the special need items/service being requested is related to the health or medical needs of the individual, the caseworker may obtain further information as required and/or consult with a person qualified to provide advice regarding appropriateness, necessity and effectiveness of the requested special needs item/service. This may include, but not limited to, a request for a second opinion from a person who specializes in the area related to the special need item/service.

Revision #	Revision Date	Chapter	Section
182	September 12, 2011	6 – Special Needs	1 – Special Needs

**Current Version:**

**6.1.1 Policy: Provision of Special Needs**

An applicant/recipient and/or spouse of an applicant/recipient may request assistance for an item/service of special need in accordance with the special needs schedule of approved items/services [Policy 6.3.1- \(Special Needs Schedule\)](#).

An applicant/recipient and/or spouse of an applicant/recipient must demonstrate that they have exhausted all possibilities for full or partial coverage of the cost of the special need item/service from all available resources, private/publicly funded or community organizations.

Items/services required for medical purposes for which an alternative exists under the provincial insured health services program (MSI), or otherwise funded by government, will not be approved as an item of special need. MSI is a program of the Department of Health and Wellness.

Pharmacare benefits are provided in accordance with the contracted service, only. Request for assistance with prescription drug coverage that is not included in the approved Nova Scotia Formulary will not be approved as a special needs item. Only those medications/supplies in the Nova Scotia Formulary can be considered. [Policy 9.1- \(Pharmacare\)](#).

The provision of special need items/services may not be approved regardless of recommendations regarding their medical necessity. Assistance will not be provided for the following:

1. physician services that are not recognized as insured health services by MSI or otherwise funded by government; and/or
2. services provided by other health care workers, which are not insured under MSI such as, but not limited to, chiropractors, physiotherapists, podiatrists, massage therapists, naturopathic or homeopathic practitioners will not be approved as an item/service of special need.

3. prescription medications, drugs and substances that are not listed as benefits under the pharmacare programs in the *Nova Scotia Formulary*;
4. medical treatments and substances that are not covered as an insured service under MSI; including equipment, supplies, materials or services used in producing or administering the treatments or substances;
5. shelter costs and personal allowances.

### **Special Needs Benefits Granted before August 8, 2011**

A recipient, spouse or dependent receiving special need items or services prior to August 8, 2011 will continue to be eligible if the following conditions apply:

1. there has been no break in eligibility for the item or service since the last time assistance was determined for the special need; and
2. the reasons why the special need is required have not changed.

### **Previous Version:**

#### **6.1.1 Policy: Provision of Special Needs**

An applicant/recipient and/or spouse of an applicant/recipient may request assistance for an item/service of special need in accordance with the special needs schedule of approved items/services [Policy 6.3.1- \(Special Needs Schedule\)](#).

An applicant/recipient and/or spouse of an applicant/recipient must demonstrate that they have exhausted all possibilities for full or partial coverage of the cost of the special need item/service from all available resources, private/publicly funded or community organizations.

Items/services required for medical purposes for which an alternative exists under the provincial insured health services program (MSI) will not be approved as an item of special need. MSI is a program of the Department of Health and Wellness.

Pharmacare benefits are provided in accordance with the contracted service, only. Request for assistance with prescription drug coverage that is not included in the approved Nova Scotia Formulary will not be approved as a special needs item. Only those medications/supplies in the Nova Scotia Formulary can be considered. [Policy 9.1- \(Pharmacare\)](#).

The provision of special need items/services may not be approved regardless of recommendations regarding their medical necessity. Assistance will not be provided for the following:

1. physician services that are not recognized as insured health services by the provincial insured health services program, Medical Services Insurance (MSI); and/or
2. services provided by other health care workers, which are not insured under MSI such as, but not limited to, chiropractors, physiotherapists, podiatrists, massage

therapists, naturopathic or homeopathic practitioners will not be approved as an item/service of special need.

Revision #	Revision Date	Chapter	Section
181	September 12, 2011	5 – Basic Needs	17 – Ineligibility

**Current Version:**

**5.17.2 Policy: Supervisor Can Modify Calculation of Budget Deficit**

A supervisor may approve Income Assistance in situations where a budget deficit does not exist provided all other available resources have been exhausted. The decision to modify the calculation of a budget deficit will be reviewed monthly or at such intervals as is considered appropriate in the circumstances. Under the following circumstances, a supervisor may determine it is necessary to modify the calculation of the budget deficit:

1. to protect the health and safety of an applicant/recipient, spouse or dependent child; and/or
2. to preserve the dwelling of the applicant/recipient;

**Previous Version:**

**5.17.2 Policy: Supervisor Can Modify Calculation of Budget Deficit**

A supervisor may approve Income Assistance in situations where a budget deficit does not exist provided all other available resources have been exhausted. The decision to modify the calculation of a budget deficit will be reviewed monthly or at such intervals as is considered appropriate in the circumstances. Under the following circumstances, a supervisor may determine it is necessary to modify the calculation of the budget deficit:

1. to alleviate the pain and suffering of an applicant/recipient, spouse or dependent child;
2. to protect the health and safety of an applicant/recipient, spouse or dependent child; and/or
3. to preserve the dwelling of the applicant/recipient;

Revision #	Revision Date	Chapter	Section
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180	September 12, 2011	4 - Definitions	
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**Current Version:**

“***Nova Scotia Formulary***” means the publication of the Department of Health and Wellness that details which drugs and supplies are benefits under the Nova Scotia Seniors' Pharmacare Program, Family Pharmacare Program, Diabetes Assistance Program, Community Services Pharmacare Programs and Drug Assistance for Cancer Patients.

**Previous Version:**

None

Revision #	Revision Date	Chapter	Section
179	September 12, 2011	4 - Definitions	

**Current Version:**

“***MSI***” means the Medical Services Insurance Program administered under the *Health Services and Insurance Act*;

**Previous Version:**

None

Revision #	Revision Date	Chapter	Section
178	September 12, 2011	4 - Definitions	

**Current Version:**

“***special needs***” means a need for any of the following items or services,

- (I) dental care approved in accordance with the *ESIA Dental Fee Guide* approved by the Director;
- (II) optical care;
- (III) pharmacare coverage;
- (IV) special diet;
- (V) transportation;
- (VI) child care;
- (VII) implementation of an employment plan;
- (VIII) funeral arrangements;

or an item or service prescribed in policy by the Director.

The following items and services are not included:

- a. an item or service that is insured under a Provincial insured health services program or otherwise funded by government;
- b. an item or service for medical purposes for which an alternative exists under MSI;
- c. prescription medications, drugs and substances that are not listed as benefits under the pharmacare programs in the *Nova Scotia Formulary*;
- d. medical treatments and substances that are not covered as an insured service under MSI; including equipment, supplies, materials or services used in producing or administering the treatments or substances;
- e. shelter costs and personal allowances.

**Previous Version:**

“**special need**” means a need for:

a. an item or service with respect to:

- i. dental care,
- ii. optical care,
- iii. funeral arrangements,
- iv. special diet,
- v. transportation, child care,
- vi. implementation of an employment plan, or

b. another item or service that is in the opinion of a caseworker essential for an applicant, recipient, spouse or dependent child,

c. but does not include an item or service that is insured under Provincial insured health

services programs or otherwise funded by government;