

**Employment Support and Income Assistance
Policy Manual Revisions**

Record of Revisions

Revision #	Revision Date	Chapter	Section
133	October 1, 2009	5 - Basic Needs	5.5.1 Policy Schedule: Personal Allowances and Maximum Shelter Allowance

Revised version:

5.5.1 Policy: Schedule: Personal Allowances and Maximum Shelter Allowance

Effective October 1, 2009, the Personal Allowance rate increased to **\$214 monthly**, from \$208.

Revision #	Revision Date	Chapter	Section
132	April 9, 2009	6 - Special Needs	6.3.4 Dental Schedule

Revised version:

Changes to the Denturist's Manual - updated denture fee guide

Revision #	Revision Date	Chapter	Section
131	April 9, 2009	5 - Basic Needs	5.17.11 Hospitalization

Revised version:

5.17.11 Policy: Hospitalization

A caseworker may discontinue Income Assistance where a recipient and/or the spouse of a recipient has been hospitalized for more than thirty (30) consecutive days. A personal needs allowance may be paid to the recipient or the spouse of a recipient in the hospital, as [Policy 5.3.2](#) and [5.5.1](#)

The caseworker is required to assess eligibility for maintaining the shelter allowance and/or eligibility for special needs while the recipient and/or spouse of the recipient is hospitalized.

Previous version:

5.17.11 Policy: Hospitalization

A caseworker may discontinue Income Assistance where a recipient and/or the spouse of a recipient has been hospitalized for more than thirty (30) consecutive days. A personal needs allowance may be paid to the recipient or the spouse of a recipient in the hospital, as [Policy](#)

[5.3.2](#) and [5.5.1](#)

The caseworker is required to assess eligibility for maintaining the shelter allowance while the recipient and/or spouse of the recipient is hospitalized.

Revision #	Revision Date	Chapter	Section
130	April 9, 2009	5 - Basic Needs	5.7.27 Training Allowances

Revised version:

5.7.27 Policy: Training Allowances

At initial eligibility, 100% of income received from training allowances will be charged. Once eligibility is established, training allowances will be subject to the training allowances incentive [Policy 5.8.3](#).

Previous Version:

5.7.27 Policy: Training Allowances

At initial eligibility, 100% of income received from training allowances will be charged. Once eligibility is established, training allowances will be subject to the wage from employment incentive [Policy 5.8.1](#).

Revision #	Revision Date	Chapter	Section
129	April 9, 2009	5 - Basic Needs	5.4.2 Special Shelter Requirements

Revised version:

5.4.2 Policy: Special Shelter Requirements

With the approval of the supervisor, the shelter allowance may be increased in excess of the maximum allowable rates established in [Policy 5.5.1](#), if the applicant/recipient or spouse or dependent of the applicant / recipient has special needs with respect to barrier-free access to, from, or within their accommodations as a result of a terminal illness or permanent physical disability. The supervisor can approve the most economical option that provides barrier-free access.

Barrier-free access refers to housing that has been modified/adapted for individuals with mobility disabilities and visual impairments. Such modifications include , but are not limited to, ramps instead of stairs, handrails/grab bars, doors wide enough for wheelchairs, lowered counter tops, lever type handles for doors and water taps, lowered electrical switches and sockets, rounded corners to prevent injury, and no curbs on the property.

Previous version:

5.4.2 Policy: Special Shelter Requirements

With the approval of the supervisor, the shelter allowance may be increased in excess of the maximum allowable rates established in [Policy 5.5.1](#), if the applicant/recipient or spouse or dependent of the applicant / recipient has special needs with respect to barrier-free access to, from, or within their accommodations as a result of a terminal illness or permanent physical disability. The supervisor can approve the most economical option that provides barrier-free access.

Revision #	Revision Date	Chapter	Section
128	April 9, 2009	5 - Basic Needs	5.7.10 Asset - Liquid, Real, and Personal

Revised version:

5.7.10 Policy: Asset - Liquid, Real and Personal

For the purposes of determining initial and ongoing eligibility, all assets of the applicant / recipient and/ or spouse of the applicant /recipient or a dependent child (ren) of the applicant /recipient or the spouse of the applicant/recipient will be considered in determining eligibility, unless specifically exempted.

There are three types of assets:

- liquid - such as, but not limited to, cash on hand, bank accounts, stocks, bonds or other securities, monetary lottery winnings, monetary inheritances, liquidation of business assets, damage awards, income tax refunds, and family contributions;
- personal - such as, but not limited to, a second motor vehicle, recreational vehicles,
- real property - other than the primary residence, such as but not limited to a cottage or building lot.

Previous version:

5.7.10 Policy: Asset - Liquid, Real and Personal

For the purposes of determining initial and ongoing eligibility, all assets of the applicant / recipient and/ or spouse of the applicant /recipient or a dependent child (ren) of the applicant /recipient or the spouse of the applicant/recipient will be considered in determining eligibility, unless specifically exempted.

There are three types of assets:

- liquid - such as, but not limited to, cash on hand, bank accounts, stocks, bonds or other securities, monetary lottery winnings, monetary inheritances, liquidation of business assets, damage awards and family contributions;
- personal - such as, but not limited to, a second motor vehicle, recreational vehicles,
- real property - other than the primary residence, such as but not limited to a cottage or building lot.

Revision #	Revision Date	Chapter	Section
128	April 9, 2009	5 - Basic Needs	5.7.29 Income Tax Refund

Revised version:

5.7.29 Policy: Income Tax Refund

Income Tax Refunds are an applicable asset. The maximum allowable asset level is \$500 for a family size of one person and \$1000 for a family size of more than one.

If an applicant or recipient disposed of the asset for:

- personal and family shelter including the purchase of a home or the payment of a mortgage or debts and purchases as approved by the supervisor;
- basic needs;
- necessary repairs of the home occupied;
- replacement of necessary household items;

and is able to provide proof of the disposal of the assets, they may be eligible as approved by the supervisor

Previous version:

5.7.29 Policy: Income Tax Refund

At initial eligibility, Income Tax Refunds will be charged at 100%. Once eligibility is established, then Income Tax Refunds will be charged at 70% against entitlement. Where the income tax refund is greater than the monthly Income Assistance entitlement, the difference is considered as chargeable income for subsequent monthly entitlements, and calculated accordingly.

Revision #	Revision Date	Chapter	Section
127	April 9, 2009	5 - Basic Needs	5.7.13 Assets Exclusions

Revised version:

5.7.13 Policy: Assets Exclusions

The following items are not considered assets:

- a primary residence of an applicant or a recipient that is assessed at less than twice the average assessed value of single family dwellings in the municipality in which the residence is located;
- a cash surrender value of under \$500 of a life insurance policy
- a motor vehicle used for basic transportation including transportation to job-search requirements, training or health and safety requirements;
- tools or equipment directly related to a trade or profession;
- a registered education savings plan established for the education of a child and intended for use by that child in relation to education expenses;
- any portion of a registered retirement savings plan that is part of an employment pension program at the place of employment where the applicant or recipient is employed, temporarily laid off or on sick leave;

- a prepaid funeral to the value of \$5,000;
- insurance paid for damages to primary residence and the contents contained within (examples include but are not limited to fire/flood insurance), and for damage to motor vehicle used for basic transportation;
- a registered disability savings plan (RDSP) and any income withdrawn from the RDSP shall not be considered chargeable income or an asset;
- savings from participation in a savings program that is designed to promote self-sufficiency and is approved by the Minister (i.e., Individual Development Accounts).
Definition: “An Individual Development Account (IDA) is a restrictive savings account held by a low-income person whose regular savings are matched by contributions from government or other sources. The matched contributions can only be put towards specific uses.”

Previous version:

5.7.13 Policy: Assets Exclusions

The following items are not considered assets:

- a primary residence of an applicant or a recipient that is assessed at less than twice the average assessed value of single family dwellings in the municipality in which the residence is located;
- a cash surrender value of under \$500 of a life insurance policy
- a motor vehicle used for basic transportation including transportation to job-search requirements, training or health and safety requirements;
- tools or equipment directly related to a trade or profession;
- a registered education savings plan established for the education of a child and intended for use by that child in relation to education expenses;
- any portion of a registered retirement savings plan that is part of an employment pension program at the place of employment where the applicant or recipient is employed, temporarily laid off or on sick leave;
- a prepaid funeral to the value of \$5,000;
- insurance paid for damages to primary residence and the contents contained within (examples include but are not limited to fire/flood insurance), and for damage to motor vehicle used for basic transportation;
- savings from participation in a savings program that is designed to promote self-sufficiency and is approved by the Minister (i.e., Individual Development Accounts).
Definition:

“An Individual Development Account (IDA) is a restrictive savings account held by a low-income person whose regular savings are matched by contributions from government or other sources. The matched contributions can only be put towards specific uses.”

Revision #	Revision Date	Chapter	Section
126	December 1, 2008	6 - Special Needs	6.3.4 - Dental Schedule

Revised version:

Changes to the dental schedule - fees have been increased.

Revision #	Revision Date	Chapter	Section
125	December 1, 2008	5 - Basic Needs	5.14.7 - Direct Payment of Rent to Provincial Housing Authorities

Revised version:

All references to Form ESIA-136, Direct Payment of Rent Agreement, were changed to Form ESIA-310, Direct Payment of Rent Agreement, due to renumbering and revision of ESIA Forms.

Revision #	Revision Date	Chapter	Section
124	December 1, 2008	12 - Appeals	12.1.5 - Administrative Review

Revised version:

12.1.5 Policy: Administrative Review

An Administrative Review is a meaningful, thorough and objective review that provides an opportunity for the original decision to be upheld, overturned or varied. The person conducting the Administrative Review is independent of the original decision and will ensure the decision being appealed is consistent with the legislation, regulations and policy, and that the appellant's case is given a fair and timely review.

Legislative Authority; ESIA sec 4(2) "*The Minister may...*"

The caseworker's immediate supervisor will conduct the administrative review unless they had been closely involved with the case decision, in which case an alternate supervisor or the next level of supervision will conduct the review.

Legislative Authority; ESIA sec 12(4) "*The Minister shall...*"

Within ten (10) days of receiving notification of an appeal, the administrative review must be conducted and the appellant informed of the decision. Compliance with the ten (10) day requirement will be monitored through program management.

Procedures

Legislative Authority; ESIA sec 12(5) "*Within ten days...*"

When the decision of the caseworker is upheld, and the appellant has been advised of the outcome in writing, the appellant will have ten (10) days to respond in writing to request to continue the appeal hearing. Continuation of appeal forms will be accepted up to twenty (20) days. An appellant who wishes to continue with the appeal after twenty (20) days must have their extenuating circumstance reviewed by the Regional Administrator within six months of the original decision..

If the appellant does not respond within the given time frame, the Department will record that the appellant accepts the outcome of the review. Once the appellant withdraws an appeal it is closed and cannot be reopened.

Previous version:

12.1.5 Policy: Administrative Review

An Administrative Review is a meaningful, thorough and objective review that provides an opportunity for the original decision to be upheld, overturned or varied. The person conducting the Administrative Review is independent of the original decision and will ensure the decision being appealed is consistent with the legislation, regulations and policy, and that the appellant's case is given a fair and timely review.

Legislative Authority; ESIA sec 4(2) "*The Minister may...*"

The caseworker's immediate supervisor will conduct the administrative review unless they had been closely involved with the case decision, in which case an alternate supervisor or the next level of

supervision will conduct the review.

Legislative Authority; ESIA sec 12(4) “*The Minister shall...*”

Within ten (10) days of receiving notification of an appeal, the administrative review must be conducted and the appellant informed of the decision. Compliance with the ten (10) day requirement will be monitored through program management.

Procedures

Legislative Authority; ESIA sec 12(5) “*Within ten days...*”

When the decision of the caseworker is upheld, and the appellant has been advised of the outcome in writing, the appellant will have ten (10) days to respond in writing to request to continue the appeal hearing. Continuation of appeal forms will be accepted up to twenty (20) days. An appellant who wishes to continue with the appeal after twenty (20) days must have their extenuating circumstance reviewed by the Regional Administrator.

If the appellant does not respond within the given time frame, the Department will record that the appellant accepts the outcome of the review. Once the appellant withdraws an appeal it is closed and cannot be reopened.

Revision #	Revision Date	Chapter	Section
123	December 1, 2008	12 - Appeals	12.1.4 - Filing an Appeal

Revised version:

12.1.4 Policy: Filing an Appeal

Legislative Authority; ESIA sec 12(3) “*...within thirty days...*”

If the applicant/recipient wishes to appeal, they must submit a written application for appeal to their caseworker within 30 days of the original decision having been communicated to them.

Procedures for filing an appeal:

- The applicant/recipient shall make a written application for an appeal making sure to include; the decision being appealed, the reason for the appeal as well as their signature, date, address and telephone number if applicable.
- To assist the applicant/recipient, who wishes to appeal, a pamphlet is available at each office outlining the steps, and includes the form to be completed. Where appropriate or if required, the caseworker should assist the applicant/recipient.
- Applications will be accepted up to forty-five (45) days from communication of the decision. Any person wishing to submit an application for appeal beyond forty-five (45) days must have their extenuating circumstances reviewed by the Regional Administrator within six months of the original decision. Extenuating circumstances refer to reasons beyond the client’s control such as being in the hospital or redirected mail.

Previous version:

12.1.4 Policy: Filing an Appeal

Legislative Authority; ESIA sec 12(3) “*...within thirty days...*”

If the applicant/recipient wishes to appeal, they must submit a written application for appeal to their caseworker within 30 days of the original decision having been communicated to them.

Procedures for filing an appeal:

- The applicant/recipient shall make a written application for an appeal making sure to include; the decision being appealed, the reason for the appeal as well as their signature, date, address and telephone number if applicable.

- To assist the applicant/recipient, who wishes to appeal, a pamphlet is available at each office outlining the steps, and includes the form to be completed. Where appropriate or if required, the caseworker should assist the applicant/recipient.
- Applications will be accepted up to forty-five (45) days from communication of the decision. Any person wishing to submit an application for appeal beyond forty-five (45) days must have their extenuating circumstances reviewed by the Regional Administrator. Extenuating circumstances refer to reasons beyond the client's control such as being in the hospital or redirected mail.

Revision #	Revision Date	Chapter	Section
122	December 1, 2008	6 - Special Needs	6.2.5 - Utility Arrears

Revised version:

6.2.5 Policy: Utility Arrears

An applicant/recipient may be eligible to receive assistance for utility arrears where there is confirmation that service will be or has been terminated. Applicants/recipients must demonstrate that they have not been successful in negotiating a repayment arrangement and provide the necessary documentation. The minimum amount to address the immediate need may be provided. Applicants/recipient will be encouraged to negotiate with the utility company to enter into a regular repayment schedule. The caseworker will review the situation to determine if direct payment of utilities by the Department is required. The payment may be established as an overpayment and recovered by a monthly deduction from the Income Assistance entitlement when it had previously been issued or it exceeds shelter maximum. All payments issued during the non-winter months (May to the end of October) will be established as an overpayment and recovered by a monthly deduction from the Income Assistance entitlement when the amount had previously been issued or it exceeds the shelter maximum

Previous version:

6.2.5 Policy: Utility Arrears

An applicant/recipient may be eligible to receive assistance for utility arrears where there is confirmation that service will be or has been terminated. Applicants/recipients must demonstrate that they have not been successful in negotiating a repayment arrangement and provide the necessary documentation. The minimum amount to address the immediate need may be provided. Applicants/recipient will be encouraged to negotiate with the utility company to enter into a regular repayment schedule. The caseworker will review the situation to determine if direct payment by the Department of utilities is required.

The payment will be established as an overpayment and recovered by a monthly deduction from the Income Assistance entitlement when it had previously been issued or it exceeds shelter maximum

Revision #	Revision Date	Chapter	Section
121	December 1, 2008	5 - Basic Needs	5.9.2 - Wages from Harvesting Income

Revised version:

5.9.2 Policy: Wages from Harvesting Income

A recipient and/or the spouse of a recipient may be able to retain up to a maximum of \$3,000 combined income per fiscal year (April 1 - March 31) by participating in the following;

- (a) seasonal harvesting of field-produced horticulture;
- (b) harvesting of Christmas trees
- (c) and the making of Christmas Wreaths

Previous version:

5.9.2 Policy: Wages from Harvesting Income

A recipient and/or the spouse of a recipient may be able to retain up to a maximum of \$3,000 combined income per fiscal year (April 1 - March 31) by participating in the following;

- (a) seasonal harvesting of field-produced horticulture;
- (b) harvesting of Christmas trees

The caseworker will advise the recipient and /or spouse of the recipient of the following:

- an eligible employer is required to register in each of the four (4) regions of the department;
- the recipient and/or the spouse of the recipient must have been in receipt of Income Assistance for at least six (6) months prior to commencement of this employment;
- the requirement to have participation in this program approved;
- the requirement to provide verification of income by attaching documentation such as pay stubs to the monthly income statement;
- once the income exceeds the \$3,000 household exemption then the Wage Incentive [Policy 5.8.1](#) applies;
- there is no eligibility for special needs (examples include, but are not limited to, child care, transportation, work related clothing, tools) related to the participation in the Harvest Connection.

Revision #	Revision Date	Chapter	Section
120	December 1, 2008	6 - Special Needs	6.2.5 (b) - Emergency Heat

Revised version:

6.2.5(b) Policy: Emergency Heat

In an emergency situation where there is no heat in an applicant/recipient's home, the minimum amount to address the immediate need may be provided. The payment may be established as an overpayment and recovered by a monthly deduction from the Income Assistance entitlement when funds have previously been issued or the amount exceeds the shelter maximum. All payments issued during the non-winter months (May to the end of October) will be established as an overpayment and recovered by a monthly deduction from the Income Assistance entitlement when the amount had previously been issued or it exceeds the shelter maximum.

Previous version:

6.2.5(b) Policy: Emergency Heat

In an emergency situation where there is no heat in an applicant/recipient's home, the minimum amount to address the immediate need may be provided.

The payment will be established as an overpayment and recovered by a monthly deduction from the Income Assistance entitlement when it had previously been issued or it exceeds shelter maximum.

Revision #	Revision Date	Chapter	Section
119	December 1, 2008	6 - Special Needs	6.3.1 - Special Needs Schedule

Revised version:

The special needs schedule is revised to include the increased funeral rates, per policy 6.2.11.

Revision #	Revision Date	Chapter	Section
118	December 1, 2008	6 - Special Needs	6.2.11 - Funeral and Burial

Revised version:

6.2.11 Policy: Funeral and Burial

Funeral Rates Schedule

Allowable Expenses	Maximum Approved Amounts
<ul style="list-style-type: none"> Professional Services and Merchandise 	<ul style="list-style-type: none"> up to a maximum total of \$2,700 + taxes
Cash Disbursements for the following: Cemetery Charges (open, close, clean up grave, burial permits, etc.); Grave Liner (wooden); Cemetery equipment & set up; Radio notices; Newspaper notices; Clothing for the deceased; Honorariums (Clergy, Music,); Grave Lot	<ul style="list-style-type: none"> up to a maximum total of \$1,100 + taxes

Previous version:

6.2.11 Policy: Funeral and Burial

Funeral Rates Schedule

Allowable Expenses	Maximum Approved Amounts
<ul style="list-style-type: none"> Professional Services and Merchandise 	<ul style="list-style-type: none"> up to a maximum total of \$2,500 + taxes
Cash Disbursements for the following: Cemetery Charges (open, close, clean up grave, burial permits, etc.); Grave Liner (wooden); Cemetery equipment & set up; Radio notices; Newspaper notices; Clothing for the deceased; Honorariums (Clergy, Music,); Grave Lot	<ul style="list-style-type: none"> up to a maximum total of \$1,000 + taxes

Revision #	Revision Date	Chapter	Section
117	December 1, 2008	5 - Basic Needs	5.7.10 - Asset - Liquid, Real and Personal

Revised version:

5.7.10 Policy: Asset - Liquid, Real and Personal

For the purposes of determining initial and ongoing eligibility, all assets of the applicant / recipient and/ or spouse of the applicant /recipient or a dependent child (ren) of the applicant /recipient or the spouse of the applicant/recipient will be considered in determining eligibility, unless specifically exempted.

There are three types of assets:

- liquid - such as, but not limited to, cash on hand, bank accounts, stocks, bonds or other securities, monetary lottery winnings, monetary inheritances, liquidation of business assets, damage awards and family contributions;
- personal - such as, but not limited to, a second motor vehicle, recreational vehicles,
- real property - other than the primary residence, such as but not limited to a cottage or building lot.

Previous version:

5.7.10 Policy: Asset - Liquid, Real and Personal

For the purposes of determining initial and ongoing eligibility, all assets of the applicant / recipient and/ or spouse of the applicant /recipient or a dependent child (ren) of the applicant /recipient or the spouse of the applicant/recipient will be considered in determining eligibility, unless specifically exempted.

There are three types of assets:

- liquid - such as, but not limited to, cash on hand, bank accounts, stocks, bonds or other securities, monetary lottery winnings, monetary inheritances, liquidation of business assets;
- personal - such as, but not limited to, a second motor vehicle, recreational vehicles,
- real property - other than the primary residence, such as but not limited to a cottage or building lot.

Revision #	Revision Date	Chapter	Section
116	December 1, 2008	5 - Basic Needs	5.9.3 - Exempt Compensation Awards / Payments

Revised version:

5.9.3 Policy: Exempt Compensation Awards / Payments

The following compensation awards will not be considered income or an asset in determining initial and ongoing eligibility. Any income generated monthly from the compensation will be considered income in the month in which it is received.

- 1986 - 1990 Hepatitis C Settlement Agreement
- Pre-1986 / Post-1990 Hepatitis C Settlement Agreement
- the Federal/Provincial/Territorial Assistance Program for HIV Secondarily Infected Persons;
- Indian Residential Schools Settlement Agreement
- Merchant Navy Veteran Agreements-Payments received by a Merchant Navy Veteran or a surviving spouse of a Merchant Navy Veteran for post-war benefits;

- compensation as a result of any abuse that occurred in an institution that was or is the responsibility of the Province of Nova Scotia and/or the Government of Canada;
- Provincial low-income fuel assistance program and Federal Relief for Heating Expenses Program

Previous version:

5.9.3 Policy: Exempt Compensation Awards / Payments

The following compensation awards will not be considered income or an asset in determining initial and ongoing eligibility. Any income generated monthly from the compensation will be considered income in the month in which it is received.

- 1986 - 1990 Hepatitis C Settlement Agreement
- Pre-1986 / Post-1990 Hepatitis C Settlement Agreement
- the Federal/Provincial/Territorial Assistance Program for HIV Secondarily Infected Persons;
- Merchant Navy Veteran Agreements-Payments received by a Merchant Navy Veteran or a surviving spouse of a Merchant Navy Veteran for post-war benefits;
- compensation as a result of any abuse that occurred in an institution that was or is the responsibility of the Province of Nova Scotia and/or the Government of Canada;
- Provincial low-income fuel assistance program and Federal Relief for Heating Expenses Program.

Revision #	Revision Date	Chapter	Section
115	December 1, 2008	5 - Basic Needs	5.7.9 - Unearned Income

Revised version:

5.7.9 Policy: Unearned Income

For the purposes of determining initial and ongoing eligibility, all sources of unearned income received by the applicant / recipient and/ or spouse of the applicant / recipient or on behalf of a dependent child (ren) of the applicant / recipient or the spouse of the applicant / recipient will be applied as chargeable income unless otherwise exempt.

Unearned income includes, but is not limited to, the following:

- income maintenance payments (such, as but not limited to, CPP,EI),
- LTD benefits,
- worker's compensation,
- regular periodic insurance payments,
- income from mortgages,
- any maintenance payments,
- superannuation,
- income from investments such as stocks and bonds

Previous version:

5.7.9 Policy: Unearned Income

For the purposes of determining initial and ongoing eligibility, all sources of unearned income received by the applicant / recipient and/ or spouse of the applicant / recipient or on behalf of a dependent child (ren) of the applicant / recipient or the spouse of the applicant / recipient will be applied as chargeable income unless otherwise exempt.

Unearned income includes, but is not limited to, the following:

- income maintenance payments (such, as but not limited to, CPP,EI),
- LTD benefits,

- worker's compensation,
- insurance payments,
- damage awards,
- income from mortgages,
- any maintenance payments,
- superannuation,
- income from investments such as stocks and bonds

Revision #	Revision Date	Chapter	Section
114	December 1, 2009	5 - Basic Needs	5.1.1 Policy: Schedule: Personal Allowances and Maximum Shelter Allowance

Revised version:

PERSONAL ALLOWANCE			
Shelter Situation	ADULT	DEPENDENT CHILD (Up to age 18)	DEPENDENT CHILD (Age 18 to 20 inclusive)
renting, own home, boarding	\$208	\$133	\$208
in hospital 30 days or more	\$105	Not applicable	\$105
in a residential rehabilitation program	\$81	Not applicable	\$81

Previous version:

PERSONAL ALLOWANCE			
Shelter Situation	ADULT	DEPENDENT CHILD (Up to age 18)	DEPENDENT CHILD (Age 18 to 20 inclusive)
renting, own home, boarding	\$204	\$133	\$204
in hospital 30 days or more	\$105	Not applicable	\$105
in a residential rehabilitation program	\$81	Not applicable	\$81

Revision #	Revision Date	Chapter	Section
113	July 21, 2008	5 - Basic Needs	5.9.1 Exempt Income

Revised version:

5.9.1 Policy: Exempt Income

The income of an applicant/recipient, the spouse of the applicant/recipient, or income paid to or on behalf of the dependent child(ren) of an applicant/recipient and/or spouse received from the following sources will be exempt and not considered as chargeable income:

- wages of a dependent child(ren) as long as the dependent child(ren) is attending an approved educational program not designated for student loan purposes;
- Foster Child(ren) Allowance(s) (The foster child will be included within the calculation of the allowable shelter allowance);
- the National Child Benefit;
- the Child Tax Benefit component of the Canada Child Tax Benefit
- the Nova Scotia Child Benefit;
- the Universal Child Care Benefit;
- the Federal Child Disability Credit;
- the Goods and Services Tax Credit (GST);
- the Working Income Tax Benefit (WITB)
- bursaries, scholarships and stipends received for the purpose of assisting with the costs associated with attending an approved educational program or persons to whom Section 67 of the Regulations apply;
- honorariums provided to persons serving on a board of an agency or commission;
- up to \$3,000 per fiscal year of the combined wages of a recipient and/or spouse of a recipient as per [Policy 5.9.2](#). (This exemption is not available to applicant and/or spouse of an applicant)

Previous version:

5.9.1 Policy: Exempt Income

The income of an applicant/recipient, the spouse of the applicant/recipient, or income paid to or on behalf of the dependent child(ren) of an applicant/recipient and/or spouse received from the following sources will be exempt and not considered as chargeable income:

- wages of a dependent child(ren) as long as the dependent child(ren) is attending an approved educational program not designated for student loan purposes;
- Foster Child(ren) Allowance(s) (The foster child will be included within the calculation of the allowable shelter allowance);
- the National Child Benefit;
- the Child Tax Benefit component of the Canada Child Tax Benefit
- the Nova Scotia Child Benefit;
- the Universal Child Care Benefit;
- the Federal Child Disability Credit;
- the Goods and Services Tax Credit (GST);
- bursaries, scholarships and stipends received for the purpose of assisting with the costs associated with attending an approved educational program or persons to whom Section 67 of the Regulations apply;
- honorariums provided to persons serving on a board of an agency or commission;
- up to \$3,000 per fiscal year of the combined wages of a recipient and/or spouse of a recipient as per [Policy 5.9.2](#). (This exemption is not available to applicant and/or spouse of an applicant)

Revision #	Revision Date	Chapter	Section
112	July 21, 2008	Appendices	Appendix 2 - NSCB

Revised Version:

Revised tables - new federal amounts effective July 1, 2008

Revision #	Revision Date	Chapter	Section
111	July 21, 2008	6 - Special Needs	6.2.10 Foot Care

Revised version:

6.2.10 Policy: Foot Care

An applicant/recipient, spouse of applicant/recipient, and/or dependent child may be eligible for assistance with the costs associated with foot care clinic services provided by Registered or Licensed Practical Nurses, up to a maximum of \$180 per year, and subject to supervisory approval when:

- the treatment has been prescribed by a physician;
- it is medically necessary and no other options are available, and;
- treatment is not available through the provincial insured health services (MSI), private insurances and/or privately/publicly funded organizations.

Previous version:

6.2.10 Policy: Foot Care

An applicant/recipient, spouse of applicant/recipient, and/or dependent child may be eligible for assistance with the costs associated with foot care services, up to a maximum of \$180 per year, and subject to supervisory approval when:

- the treatment has been prescribed by a physician;
- it is medically necessary and no other options are available, and;
- treatment is not available through the provincial insured health services (MSI), private insurances and/or privately/publicly funded organizations.

Revision #	Revision Date	Chapter	Section
110	July 21, 2008	6 - Special Needs	6.1.4 Special Needs Purchase Guidelines

Revised version:

6.1.4 Policy: Special Needs Purchase Guidelines

The purchase of goods and services is the responsibility of the applicant/recipient and/or spouse of the applicant/recipient. Applicant/recipients and/or spouse of the applicant/ recipient purchasing special need items/services are required to purchase the most economical item available. The caseworker will refer to the expenditure guidelines as per Special Need Schedule [Policy 6.3.1](#).

Where there are no approved amounts within policy for a special need item/service in excess of \$200, two (2) estimates are required.

Supervisory approval is required for all special needs items or services over \$200 where no approved amount exists within policy. All special needs items or services not listed in policy require supervisory approval.

Previous version:

6.1.4 Policy: Special Needs Purchase Guidelines

The purchase of goods and services is the responsibility of the applicant/recipient and/or spouse of the applicant/recipient. Applicant/recipients and/or spouse of the applicant/ recipient purchasing special need items/services are required to purchase the most economical item available. The caseworker will refer to the expenditure guidelines as per Special Need Schedule [Policy 6.3.1](#).

Where there are no approved amounts within policy for a special need item/service in excess of \$200, two (2) estimates are required. Supervisory approval is required for all special needs items/services where no approved amount exists within policy.

Revision #	Revision Date	Chapter	Section
109	July 21, 2008	6 - Special Needs	6.2.24 - Prescription Drug Coverage

Revised version:

Ineligibility for Regular / Extended Pharmacare - Special Needs Requests

If a budget deficit does not exist when the basic needs (personal and shelter allowances) and allowable special needs are included in the calculation of a budget deficit, the applicant/recipient will not be eligible for extended pharmacare or regular pharmacare benefits. The applicant / recipient will be advised they must register for the Nova Scotia Family Pharmacare program. When the out of pocket expenses (co-pay and/or deductible) are also included in this calculation and a budget deficit results, the applicant may be eligible for assistance with special needs in accordance with the amount of the deficit. Only a one-month supply of each prescription medication can be included in the budget calculation. (**Policy 6.1.6.**)

Only those drugs costs for medications approved as benefits under the Nova Scotia Formulary can be included in the calculation of the budget deficit.

Previous version:

Ineligibility for Regular / Extended Pharmacare - Special Needs Requests

If a budget deficit does not exist when the basic needs (personal and shelter allowances) and allowable special needs are included in the calculation of a budget deficit, the applicant/recipient will not be eligible for extended pharmacare or regular pharmacare benefits. When the average drug costs are also included in this calculation and a budget deficit results, the applicant may be eligible for assistance with special needs in accordance with the amount of the deficit. Only a one-month supply of each prescription medication can be included in the budget calculation. (**Policy 6.1.6.**)

Only those drugs costs for medications approved as benefits under the Nova Scotia Formulary can be included in the calculation of the budget deficit.

Revision #	Revision Date	Chapter	Section
108	39523	5 - Basic Needs	5.9.3 - Exempt Compensation Awards / Payments

Revised version:

The following compensation awards will not be considered income or an asset in determining initial and ongoing eligibility. Any income generated monthly from the compensation will be considered

income in the month in which it is received.

- 1986 - 1990 Hepatitis C Settlement Agreement
- Pre-1986 / Post-1990 Hepatitis C Settlement Agreement

Previous version:

The following compensation awards will not be considered income or an asset in determining initial and ongoing eligibility. Any income generated monthly from the compensation will be considered income in the month in which it is received.

- 1986 - 1990 Hepatitis C Settlement Agreement

Revision #	Revision Date	Chapter	Section
107	39460	7 - Employability	7.3.3 - 7.3.4 (a) to (d) Participation in the Career Seek Pilot Project

Revised version:

7.3.3 Policy: Participation in the Career Seek Pilot Project

A recipient and/or spouse of a recipient may apply to attend a post-secondary program of study through the Career Seek Pilot Project. In order to be found eligible for Career Seek, the recipient and/or spouse of the recipient must meet the following criteria:

- is currently in receipt of Income Assistance and has been in receipt of Income Assistance for six consecutive months at the time of application; or
- is currently in receipt of Income Assistance and has a cumulative total of twelve months in receipt during the period of five years prior to date of application;
- is unable to attach to the labour market with current skills and education, and this has been verified through the development of the NSEA Action Plan;
- is requesting to engage in a post-secondary program that facilitates connection to the labour market upon completion;
- demonstrates capability to pay for costs related to tuition, textbooks, student fees, child care and transportation for the duration of the program (through Student Assistance, grants, scholarships, family contributions).

All recipients and/or spouse of recipients who wish to submit an application to Career Seek are eligible to submit that application. The Regional Selection Committee will review all applications and render a decision regarding eligibility in writing to the recipient and the Caseworker.

7.3.4 (a) Policy: Career Seek Pilot Project Program Benefits

A recipient who has been found eligible to participate in Career Seek will receive financial support for shelter and personal allowances provided through Income Assistance and based on the ESIA rates provided that the recipient continues to meet the basic eligibility criteria for Income Assistance.

The length of time required to complete the program of study will be negotiated between the Department of Community Services and the recipient using the Return to Work Action Plan.

Support to participate in Career Seek is not to exceed a total maximum of six school years. The Minister (or designate) may approve extensions for a program completion in extenuating circumstances.

7.3.4 (b) Policy: Education Programs Supported through Career Seek

Support will be provided for undergraduate degree programs only. A second degree will be supported in cases where the first degree may be considered a pre-requisite to further study, or where the recipient is enrolled in a concurrent degree program. Under no circumstance will Career Seek provide support for graduate, master or doctoral level programs.

Support may be provided for recipients who already have education or training at a post-secondary level if the recipient has been unable to secure a job using that education or training. The reasons for not attaching to the labour market must be verified through the development of the Return to Work Action Plan.

7.3.4(c) Policy: Case Planning for Career Seek

A case plan will be created in consultation between the recipient and the Employment Support Services caseworker. The plan should result in each Career Seek participant carrying the number of courses that will ensure completion of the program of study within the allowable time frame, but respects the distinct needs of the individual's family, learning and health situation as identified in the Nova Scotia Employability Assessment.

7.3.4 (d) Policy: Expectations of Participants in Career Seek

To remain eligible for support through the Career Seek program, participants must:

1. complete the Nova Scotia Employability Assessment;
2. develop a case plan with the Department of Community Services that outlines the type of program to be taken, number of courses to be carried, length of time to complete the program, and what the participant's plans are for employment after graduation;
3. provide transcripts to the Employment Support Services caseworker at the end of the first semester and at the end of the academic year;
4. schedule and attend an appointment to meet with the Employment Support Services caseworker before beginning each new semester of study;
5. be available to and participate in work experience programs or other forms of employment that would support the program of study and career goal during the non-study periods;
6. complete the program of study within a maximum period of time as agreed upon in the Return to Work Action Plan;
7. notify the Employment Support Services caseworker of any changes in circumstances including changes to course load, program of study, career path or ability to pay for all costs related to tuition, textbooks, student fees, child care and transportation;
8. successfully complete a minimum of 80% of the course credits carried per academic year.

Revision #	Revision Date	Chapter	Section
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106	39460	7 - Employability	7.3.2 - Eligibility for Income Assistance and Post-Secondary Education (Student Assistance Eligible programs)
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Revised version:

7.3.2 Policy: Eligibility for Income Assistance and Post-Secondary Education (Student Assistance Eligible programs)

Under this exception, Income Assistance will only be provided to support the completion of programs at an undergraduate level. Income Assistance will not be provided for the payment of tuition, school books or student fees unless part of a partnership agreement.

Previous version:

7.3.2 Policy: Eligibility for Income Assistance and Post-Secondary Education (Student Assistance Eligible programs)

Under this exception, Income Assistance will only be provided to support the completion of one post-secondary educational program. Income Assistance will not be provided for the payment of tuition, school books or student fees unless part of a partnership agreement.

Revision #	Revision Date	Chapter	Section
105	39460	5 - Basic Needs	5.5.1 - Schedule: Personal Allowances

Revised version:

PERSONAL ALLOWANCE			
Shelter Situation	ADULT	DEPENDENT CHILD (Up to age 18)	DEPENDENT CHILD (Age 18 to 20 inclusive)
renting, own home, boarding	\$204	\$133	\$204
in hospital 30 days or more	\$105	Not applicable	\$105
in a residential rehabilitation program	\$81	Not applicable	\$81

Previous version:

PERSONAL ALLOWANCE			
Shelter Situation	ADULT	DEPENDENT CHILD (Up to age 18)	DEPENDENT CHILD (Age 18 to 20 inclusive)

renting, own home, boarding	\$204	\$133	\$204
in hospital 30 days or more	\$105	Not applicable	\$105
in a residential rehabilitation program	\$81	Not applicable	\$81

Revision #	Revision Date	Chapter	Section
104	Sept 25, 2007	5 - Basic Needs	5.3.2 - Hospitalization/ Personal Needs Allowance

Revised version:

A personal needs allowance will be substituted for the personal allowance, which is normally included in the Income Assistance budget, for an applicant/ recipient, a spouse of the applicant/ recipient or a dependent child over the age of 18 years who will be in the hospital for more than thirty (30) days, as per **Policy 5.5.1**.

Previous version:

A personal needs allowance will be substituted for the personal allowance, which is normally included in the Income Assistance budget, for a recipient, a spouse of the recipient or a dependent child over the age of 18 years who will be in the hospital for more than thirty (30) days, as per **Policy 5.5.1**.

Revision #	Revision Date	Chapter	Section
103	Sept 25, 2007	6 - Special Needs	6.2.20 - Optical Care

Revised version:

Special lenses, at additional cost, may be covered, when prescribed by an optometrist or physician subject to the following restrictions:

- no coverage will be provided under any circumstances for any cosmetic purpose. This includes, without limiting the generality of the previous statement, progressive (invisible) bifocals and anti-reflective coatings, except on high index lenses.
- high index lenses will only be provided if the prescription equals or exceeds +/-5.0 diopter.
-

Previous version:

Special lenses, at additional cost, may be covered, when prescribed by an optometrist or physician subject to the following restrictions:

- no coverage will be provided under any circumstances for any cosmetic purpose. This includes, without limiting the generality of the previous statement, progressive (invisible) bifocals and anti-reflective coatings, except on high index lenses.
- high index lenses will only be provided if the prescription equals or exceeds -5.0 diopter.

Revision #	Revision Date	Chapter	Section
102	Sept 25, 2007	5-Basic Needs	5.8.4 - Wages of Persons 16-20 (inclusive)

Revised version:

Recipients and dependents of recipients, 19 and 20 years of age, attending a non-student assistance eligible program who are employed on a part-time basis, will have 100% of the net wages exempted from their or their parent's entitlement. Income from full-time employment will have the income exempted for up to three (3) calendar months per year provided that the person attends an approved educational program following the completion of full-time employment.

The identified recipients who receive this wage exemption will not receive assistance for school supplies or other educational-related special needs designated for dependent child(ren).

Previous version:

Recipients and dependents of recipients, 19 and 20 years of age, attending a non-student assistance eligible program who are employed on a part-time basis, will have 100% of the net wages exempted from their or their parent's entitlement. Income from full-time employment will have the income exempted for up to three (3) calendar months per year provided that the youth attends an approved educational program following the completion of full-time employment.

Youth in receipt of Income Assistance as the identified recipient who receive this wage exemption will not receive assistance for school supplies or other educational-related special needs designated for dependent child(ren).

Revision #	Revision Date	Chapter	Section
101	Sept 25, 2007	5-Basic Needs	5.4.6 - Renters/Homeowners

Revised Version:

Where a recipient has shelter costs in excess of the maximum allowable shelter because of rent/mortgage, fuel, wood or electricity, he/she will be encouraged to relocate in order to be within the maximum shelter allowances.

Previous Version:

Where a recipient has shelter costs in excess of the maximum allowable shelter because of rent/mortgage, fuel, or electricity, he/she will be encouraged to relocate in order to be within the maximum shelter allowances.

Revision #	Revision Date	Chapter	Section
100	Sept 25, 2007	6 - Special Needs	6.2.8 - Fire/Liability Insurance for Homeowners

Revised Version:

6.2.8 Policy: Fire / Liability Insurance for Homeowners

Applicants/recipients who own and occupy their own home may be eligible for fire/liability insurance as an item of special need. As an item of special need to be calculated at 1/12 for each month of eligibility. In situations where applicants/recipients are unable to access monthly payment options, the casework supervisor may approve the full premium.

Previous Version:

6.2.8 Policy: Fire / Liability Insurance for Homeowners

Applicants/recipients who own and occupy their own home may be eligible for fire/liability insurance as an item of special need. As an item of special need to be calculated at 1/12 for each month of eligibility.

Revision #	Revision Date	Chapter	Section
99	39285	Appendices	Appendix 2 - NSCB

Revised Version:

Revised tables - new federal amounts effective July 1, 2007

Revision #	Revision Date	Chapter	Section
98- New	39285	6 - Special Needs	6.2.27 - Residential Respite

Revised Version:

A recipient or spouse of a recipient may be eligible for assistance with the costs associated with respite care in an approved home under the Services for Persons with Disabilities Program of the Department of Community Services. The recipient or spouse of the recipient must meet the eligibility criteria for admission into the home.

Four weeks annually is the maximum respite allowed per person.

Previous Version:

N/A - new policy

Revision #	Revision Date	Chapter	Section
97	38991	6 - Special Needs	11 - Dental Policy and Rates Schedule

Revised Version:

Change to the dental rates schedule to incorporate approved increase of 6% to effective October 1, 2006.

Revision #	Revision Date	Chapter	Section
96	38991	5- Basic Needs	16 - Chargeable Income

Revised Version:

Policy: Income Tax Refund

Income Tax Refunds will be charged at **70%** against entitlement. Where the income tax refund is greater than the monthly income assistance entitlement, the difference is considered as income for subsequent month entitlements, and calculated accordingly.

Previous Version:

Policy: Income Tax Refund

Income Tax Refunds will be charged at 100% against entitlement. Where the income tax refund is greater than the monthly income assistance entitlement, the difference is considered as income for subsequent month entitlements, and calculated accordingly.

Revision #	Revision Date	Chapter	Section
95	38991	5- Basic Needs	4 - Shelter Allowances

Revised Version:

Policy: Shelter Allowance

For the purpose of calculating shelter allowance, the expenses of an applicant/recipient of benefits shall be deemed to include the expenses of a spouse or person living with the applicant/recipient as a spouse and a dependent child under Schedule "A".

Under certain circumstances, a shelter allowance for any of the following shall be allowed as an expense in an amount up to \$535 for those who own or rent their shelter.

Previous Version:

Policy: Shelter Allowance

For the purpose of calculating shelter allowance, the expenses of an applicant/recipient of benefits shall be deemed to include the expenses of a spouse or person living with the applicant/recipient as a spouse and a dependent child under Schedule "A".

Under certain circumstances, a shelter allowance for any of the following shall be allowed as an expense in an amount up to \$535 for those who own or rent their shelter, and up to \$223 for those who board:

Revision #	Revision Date	Chapter	Section
94	38991	5- Basic Needs	4- Rates of Assistance Schedules

Revised Version:

SCHEDULE A: Personal Allowances and Maximum Shelter Allowance

PRESCRIBED ALLOWANCES

SHELTER ALLOWANCE			
FAMILY SIZE	RENT/OWN HOME	BOARD	
1	\$300	\$223	
2	\$570	\$242	
3+	\$620	\$282	
PERSONAL ALLOWANCE			
Shelter Situation	ADULT	DEPENDENT CHILD (up to age 18)	DEPENDENT CHILD (age 18 to 20 inclusive)
renting, own home, boarding	\$200	\$133	\$200
in hospital 30 days or more	\$105	Not prescribed	\$105

in a residential rehabilitation
program

\$81

Not prescribed

\$81

Previous Version:

SCHEDULE A: Personal Allowances and Maximum Shelter Allowance

PRESCRIBED ALLOWANCES

SHELTER ALLOWANCE		
FAMILY SIZE	RENT/OWN HOME	BOARD
1	\$285	\$222
2	\$550	\$242
3+	\$600	\$282

PERSONAL ALLOWANCE			
Shelter Situation	ADULT	DEPENDENT CHILD (up to age 18)	DEPENDENT CHILD (age 18 to 20 inclusive)
renting, own home, boarding	\$190	\$133	\$190
in hospital 30 days or more	\$105	Not prescribed	\$105
in a residential rehabilitation program	\$81	Not prescribed	\$81

Revision #	Revision Date	Chapter	Section
93	38904	6- Special Needs	4 - Employability

Revised Version:

Policy: Employability Related Expenses

A recipient and/or the spouse of a recipient who is:

- ◆ employed on a full-time or part-time basis
- ◆ or who is participating in employment services
- ◆ or implementing an approved employability plan

may be eligible for assistance to cover employability related expenses, that are directly related to and necessary to facilitate employment or participation in an employment plan. Actual costs may be provided for the following related expenses up to the allowable maximums:

- ◆ Work Related Clothing (up to a maximum \$200 per twelve month period)- e.g., uniforms, rain gear, coveralls, office appropriate attire;
- ◆ Training Related Clothing (up to a maximum of \$200 per twelve month period) e.g., uniforms or specialized clothing required for the program.
- ◆ Safety Equipment and Gear (up to a maximum \$300 per twelve month period) B e.g., hard hat, work boots, ear protectors, eye protectors, safety harnesses, safety gloves, masks, helmets, face shields;
- ◆ Tools (up to a maximum \$500 per twenty-four month period) B e.g., mechanics tools, carpentry tools, electronic tools, ladders, tool belts;
- ◆ Payment of Fees (up to a maximum \$200 per twelve month period) - fees that are directly related to a return to employment e.g., drivers licenses, criminal record check, drivers abstract, child abuse registry check, medicals, criminal record pardon, fines;

- ◆ Association/Professional/Licensing Dues (up to a maximum \$500 per twelve month period)- where not already covered through mandatory employment related costs e.g., union dues, professional membership fees, professional license application and renewal;
- ◆ Work Related Courses (up to a maximum \$200 per course) B e.g., First Aid, WHMIS, CPR, traffic control, non violent crisis intervention;
- ◆ Specific Short Term Skills Training (up to a maximum \$500 per course) B e.g., computer literacy, GED, upgrading, professional refresher programs, continuing education programs;
- ◆ Personal Hygiene and Grooming Supplies (up to a maximum \$50 every four months);
- ◆ Books, Supplies and Deposits, seat confirmation deposits (up to a maximum \$700 per twelve month period) e.g., books and supplies required to participate in an approved educational program, which is non-student assistance eligible, eg. attending upgrading, High School, short term course;
- ◆ Approved Personal Development Supports (up to a maximum \$300 per activity to a maximum of \$600 for a twelve month period) B e.g., assertiveness training, self-esteem programs, anger management, career development, individual counselling not available through MSI;
- ◆ Equipment and Supports related to Disability required to return to employment, where not available through other programs e.g., job coaching, tutoring, ergonomic supports, obus forms, special chairs, technical aids (up to a maximum \$1000 per twelve month period);
- ◆ Assessments (up to a maximum \$1000 per twelve month period) B professional assessments that may be required to develop an appropriate employability plan and that cannot be provided directly by the Department of Community Services;
- ◆ Other Employment Related Costs (up to a maximum \$500 per twelve month period) - other costs associated with participation in employability related activities that are not covered in this list or by other policies and/or programs.

Previous Version:

Policy: Employability Related Expenses

A recipient and/or the spouse of a recipient who is:

- ◆ employed on a full-time or part-time basis
- ◆ or who is participating in employment services
- ◆ or implementing an approved employability plan

may be eligible for assistance to cover employability related expenses, that are directly related to and necessary to facilitate employment or participation in an employment plan. Actual costs may be provided for the following related expenses up to the allowable maximums:

- ◆ Work Related Clothing (up to a maximum \$200 per twelve month period)- e.g., uniforms, rain gear, coveralls, office appropriate attire;
- ◆ Safety Equipment and Gear (up to a maximum \$300 per twelve month period) B e.g., hard hat, work boots, ear protectors, eye protectors, safety harnesses, safety gloves, masks, helmets, face shields;
- ◆ Tools (up to a maximum \$500 per twenty-four month period) B e.g., mechanics tools, carpentry tools, electronic tools, ladders, tool belts;
- ◆ Payment of Fees (up to a maximum \$200 per twelve month period) - fees that are directly related to a return to employment e.g., drivers licenses, criminal record check, drivers abstract, child abuse registry check, medicals, criminal record pardon, fines;
- ◆ Association/Professional/Licensing Dues (up to a maximum \$500 per twelve month period)- where not already covered through mandatory employment related costs e.g., union dues, professional membership fees, professional license application and renewal;
- ◆ Work Related Courses (up to a maximum \$200 per course) B e.g., First Aid, WHMIS, CPR, traffic control, non violent crisis intervention;

- ◆ Specific Short Term Skills Training (up to a maximum \$500 per course) B e.g., computer literacy, GED, upgrading, professional refresher programs, continuing education programs;
- ◆ Personal Hygiene and Grooming Supplies (up to a maximum \$50 every four months);
- ◆ Books, Supplies and Deposits, seat confirmation deposits (up to a maximum \$700 per twelve month period) e.g., books and supplies required to participate in an approved educational program, which is non-student assistance eligible, eg. attending upgrading, High School, short term course;
- ◆ Approved Personal Development Supports (up to a maximum \$300 per activity to a maximum of \$600 for a twelve month period) B e.g., assertiveness training, self-esteem programs, anger management, career development, individual counselling not available through MSI;
- ◆ Equipment and Supports related to Disability required to return to employment, where not available through other programs e.g., job coaching, tutoring, ergonomic supports, obus forms, special chairs, technical aids (up to a maximum \$1000 per twelve month period);
- ◆ Assessments (up to a maximum \$1000 per twelve month period) B professional assessments that may be required to develop an appropriate employability plan and that cannot be provided directly by the Department of Community Services;
- ◆ Other Employment Related Costs (up to a maximum \$500 per twelve month period) - other costs associated with participation in employability related activities that are not covered in this list or by other policies and/or programs.

Rev #	Revision Date (D/M/Y)	Chapter #	Chapter Name	Section
92	18/07/06	5	Basic Needs	5 - Personal Allowance

Revised Version:

Policy: Maternal Nutritional Allowance

Recipients shall receive a Nutritional **allowance** of \$29.00 per month included in a client's monthly entitlement from the date the caseworker is notified of the pregnancy or birth of a child up to and including twelve full months after the birth of the child.

In situations where the caseworker is notified of a subsequent pregnancy or birth, the maximum amount payable to a recipient remains \$29.00 per month.

Previous Version:

Policy: Maternal Nutritional Allowance

Recipients shall receive a Nutritional supplement of \$29.00 per month included in a client's monthly entitlement from the date the caseworker is notified of the pregnancy or birth of a child up to and including twelve full months after the birth of the child.

Rev #	Revision Date (D/M/Y)	Chapter #	Chapter Name	Section
91	18/07/06	5	Basic Needs	5 - Personal Allowances

Revised Version:

Policy: Trust Money

Where the applicant/recipient and/or any family member has access to monies set aside in trust, these monies are included in the determination of eligibility or level of benefits.

If trust money is defined for discretionary purposes only, the caseworker must contact the trust administrator to establish contributions from the trust account to be included in the budget and determination of eligibility.

Procedure:

The caseworker will:

- ◆ request copies of trust documents;
- ◆ contact trust administrator to establish contributions from the trust account.

Previous Version:

Policy: Trust Money

Where the applicant/recipient and/or any family member has access to monies set aside in trust, these monies are included in the determination of eligibility or level of benefits.

Rev #	Revision Date (D/M/Y)	Chapter #	Chapter Name	Section
90	18/07/06	5	Basic Needs	3 - Budget Calculations

Revised Version:

Policy: Joint Home Ownership

Where a primary residence is jointly owned, the allowable mortgage expense shall be prorated. Where such prorating will cause undue hardship, the full amount of the mortgage, subject to the shelter maximum, may be allowed **with supervisory approval. The inclusion of the full amount of the mortgage is subject to the applicant / recipient providing confirmation that action has been taken to sell the property or to have the property put solely in the applicant's / recipient's name. If the property is to be sold it must not have a sale price that exceeds more than twice the average assessed value of similar dwellings in the municipality in which the residence is located.**

The applicant/recipient may be required to enter into a repayment agreement in respect to the assistance granted.

Previous Version:

Policy: Joint Home Ownership

Where a primary residence is jointly owned, the allowable mortgage expense shall be prorated. Where such prorating will cause undue hardship, the full amount of the mortgage, subject to the shelter maximum, may be allowed.

The applicant/recipient may be required to enter into a repayment agreement in respect to the assistance granted.

Rev #	Revision Date (D/M/Y)	Chapter #	Chapter Name	Section
089	18/07/06	5	Basic Needs	3 - Budget Calculations

Revised Version:

Policy: Debts of Applicant/Recipient

The debts that an applicant/recipient may have with loan companies, merchants, individuals, etc. are not included in the determination of eligibility or level of benefits.

The only exceptions to this include mortgages or loans directly related to the purchase and/or necessary maintenance of the applicant's/**recipient's** principle residence, subject to approved shelter rates.

The department will generally not provide assistance where the loan or mortgage is for **non-essential** repairs to the home. In situations where this would create hardship for the client, the caseworker may allow this to be included as an expense, **provided supervisory approval has been granted, and the amount is** subject to shelter maximum.

Previous Version:

Policy: Debts of Applicant/Recipient

The debts that an applicant/recipient may have with loan companies, merchants, individuals, etc. are not included in the determination of eligibility or level of benefits.

The only exceptions to this include mortgages or loans directly related to the purchase and/or necessary maintenance of the applicant's principle residence, subject to approved shelter rates.

The department will generally not provide assistance where the loan or mortgage is for cosmetic or unnecessary repairs to the home. In situations where this would create hardship for the client, the caseworker may allow this to be included as an expense, subject to shelter maximum.

Rev #	Revision Date (D/M/Y)	Chapter #	Chapter Name	Section
088	18/07/06	5	Basic Needs	3 - Budget Calculations

Revised Version:

Policy: Eligible Budget Calculations

Procedure

The caseworker will:

- ◆ determine the amount of assistance payable based on the difference between the allowable expenses and income;
- ◆ pay the recipient 100% of the budget deficit.
- ◆ **determine eligibility for pharmacare benefits and Quikcard coverage.**

Previous Version:

Policy: Eligible Budget Calculations

Procedure

The caseworker will:

- ◆ determine the amount of assistance payable based on the difference between the allowable expenses and income;
- ◆ pay the recipient 100% of the budget deficit.

Rev #	Revision Date (D/M/Y)	Chapter #	Chapter Name	Section
087	18/07/06	5	Basic Needs	1 - Ongoing Eligibility

Revised Version:

Policy: Canada Pension Plan Benefits

Applicants/recipients and spouse of applicant/recipient, who appear eligible for and are not currently receiving Canada Pension Plan benefits must make application **for the specific Canada Pension Plan Benefits to which they may be entitled.** Caseworkers must complete a “Consent to Deduction and Payment” form with the applicant/recipient **at intake or immediately upon notification that an application for Canada Pension Plan Benefits has been submitted by or on behalf of an applicant/recipient.** Canada Pension Plan benefits will be charged as unearned income following the month Canada Pension was granted, where a client has also been in receipt of income assistance, the initial qualifying month of CPP is exempt.

Previous Version:

Policy: Canada Pension Plan Benefits

Applicants/recipients, who appear eligible for and are not currently receiving Canada Pension Plan benefits must make application. Caseworkers must complete a “Consent to Deduction and Payment” form with the applicant/recipient. Canada Pension Plan benefits will be charged as unearned income following the month Canada Pension was granted, where a client has also been in receipt of income assistance, the initial qualifying month of CPP is exempt.

Rev #	Revision Date (D/M/Y)	Chapter #	Chapter Name	Section
086	18/07/06	5	Basic Needs	1 - Ongoing Eligibility

Revised Version:

Policy: Ongoing Eligibility

Those recipients determined to be on a monthly reporting cycle must establish ongoing eligibility on a monthly basis **by completion of the monthly income statement.** This includes a verification of income, expenses and efforts to obtain alternate financial support.

Previous Version:

Policy: Ongoing Eligibility

Those recipients determined to be on a monthly reporting cycle must establish ongoing eligibility on a monthly basis. This includes a verification of income, expenses and efforts to obtain alternate financial support.

Rev #	Revision Date (D/M/Y)	Chapter #	Chapter Name	Section
085	18/07/06	5	Basic Needs	Exempt Income

Revised Version:

Policy: Exempt Income

The income of an applicant or recipient, the spouse or person cohabiting with the applicant/recipient, or income paid to or on behalf of a dependent child(ren) of an applicant/recipient and/or spouse from the following sources shall be exempt and not considered as chargeable income:

- ◆ wages of a dependent child(ren) as long as the dependent child(ren) are attending an approved educational program not designated for student loan purposes;
- ◆ Foster Child(ren) Allowance(s). The foster child shall be included in the calculation of the shelter amount;
- ◆ the National Child Benefit;
- ◆ the Child Tax Benefit component of the Canada Child Tax Benefit;
- ◆ the Nova Scotia Child Benefit;
- ◆ the Goods and Services Tax Credit;
- ◆ the Federal Child Disability Credit;
- ◆ **the Federal Universal Child Care Benefit;**
- ◆ bursaries, scholarship and stipends received for the purpose of assisting with the costs associated with attending an approved educational program or persons to whom Section 67 of the Regulations apply;
- ◆ honorariums provided to persons serving on a board of an agency or commission.

Previous Version:

Policy: Exempt Income

The income of an applicant or recipient, the spouse or person cohabiting with the applicant/recipient, or income paid to or on behalf of a dependent child(ren) of an applicant/recipient and/or spouse from the following sources shall be exempt and not considered as chargeable income:

- ◆ wages of a dependent child(ren) as long as the dependent child(ren) are attending an approved educational program not designated for student loan purposes;
- ◆ Foster Child(ren) Allowance(s). The foster child shall be included in the calculation of the shelter amount;
- ◆ the National Child Benefit;
- ◆ the Child Tax Benefit component of the Canada Child Tax Benefit;
- ◆ the Nova Scotia Child Benefit;
- ◆ the Goods and Services Tax Credit;
- ◆ the Federal Child Disability Credit;
- ◆ bursaries, scholarship and stipends received for the purpose of assisting with the costs associated with attending an approved educational program or persons to whom Section 67 of the Regulations apply;
- ◆ honorariums provided to persons serving on a board of an agency or commission.

Rev	Revision Date (D/M/Y)	Chapter #	Chapter Name	Section
084	18/07/06	12	Appendices	The NS Child Benefit

Revised Version:

The benefits are:

**The Nova Scotia Child Benefit
Maximum Annual Benefits**

	July 2005	July 2006
1 st child	\$ 445	\$ 445
2 nd child	\$ 645	\$ 645
3 rd and each additional child	\$ 720	\$ 720

**The National Child Benefit Supplement
Maximum Annual Benefits**

	July 2005	July 2006
1 st child	\$ 1722	\$ 1945
2 nd child	\$ 1502	\$ 1720
3 rd and each additional child	\$ 1420	\$ 1637

The Nova Scotia Child Benefit is combined with the National Child Benefit Supplement to establish a standard benefit for each child as illustrated below:

**Combined Benefits
July 1, 2006 - June 30, 2007**

Children	Nova Scotia Child Benefit	National Child Benefit Supplement	Combined Benefits
1 st child	\$445	\$ 1945	\$2390
2 nd child	\$645	\$ 1720	\$ 2365
3 rd and each additional child	\$720	\$ 1637	\$ 2357

The following chart illustrates the Nova Scotia Child Benefit combined with the Canada Child Tax Benefit:

**Nova Scotia Child Benefit and the Canada Child Tax Benefit
Families Receiving Maximum Benefits of the Nova Scotia Child Benefit
Monthly Benefits - July 1, 2006**

Family Size	Nova Scotia and National Child Benefit Combined	Canada Child Tax Benefit Base Amount *	Total Monthly Federal Cheque
1 Child	\$199.16	\$104.58	\$303.74
2 Children	\$396.25	\$209.16	\$605.41
3 Children	\$592.65	\$321.08	\$913.73
4 Children	\$789.06	\$432.32	\$1221.38
5 Children	\$958.47	\$543.90	\$1529.37

* The amounts noted here for the CCTB base do **not** include the additional monthly amount of \$19.91 for children under 7 years old.

Previous Version:

The benefits are:

**The Nova Scotia Child Benefit
Maximum Annual Benefits**

	July 2004	July 2005
1 st child	\$ 445	\$ 445
2 nd child	\$ 645	\$ 645
3 rd and each additional child	\$ 720	\$ 720

**The National Child Benefit Supplement
Maximum Annual Benefits**

	July 2004	July 2005
1 st child	\$ 1511	\$ 1722
2 nd child	\$ 1295	\$ 1502
3 rd and each additional child	\$ 1215	\$ 1420

The Nova Scotia Child Benefit is combined with the National Child Benefit Supplement to establish a standard benefit for each child as illustrated below:

**Combined Benefits
July 1, 2004 - June 30, 2005**

Children	Nova Scotia Child Benefit	National Child Benefit Supplement	Combined Benefits
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1 st child	\$ 445	\$ 1722	\$ 2167
2 nd child	\$ 645	\$ 1502	\$ 2147
3 rd and each additional child	\$ 720	\$ 1420	\$ 2140

The following chart illustrates the Nova Scotia Child Benefit combined with the Canada Child Tax Benefit:

**Nova Scotia Child Benefit and the Canada Child Tax Benefit
Families Receiving Maximum Benefits of the Nova Scotia Child Benefit
Monthly Benefits - July 1, 2005**

Family Size	Nova Scotia and National Child Benefit Combined	Canada Child Tax Benefit Base Amount *	Total Monthly Federal Cheque
1 Child	\$180.58	\$102.33	\$282.91
2 Children	\$359.50	\$204.66	\$564.16
3 Children	\$537.83	\$314.16	\$851.98
4 Children	\$656.16	\$423.66	\$1079.82
5 Children	\$834.49	\$533.16	\$1367.65

* The amounts noted here for the CCTB base do **not** include the additional monthly amount of \$19.91 for children under 7 years old.

Rev#	Revision Date (D/M/Y)	Chapter #	Chapter Name	Section
083	23/12/05	5	Basic Needs	19 - Issuing Income Assistance

Revised Version:

Policy: Direct Payment of Rent to Provincial Housing Authorities

Intent: A recipient of Income Assistance who receives the full rent amount, (“the recipient”) living in housing provided by a provincial Housing Authority, (“the Authority”) who requests direct payment of rent or who demonstrates a pattern of nonpayment of rent will have their monthly rent payment paid directly by Income Assistance to the Housing Authority.

1. Request by Recipient

A recipient may at any time request that their monthly rental amount be paid directly to the Authority, and such a request will be documented using *Form ESIA-136, Direct Payment of Rent Agreement*.

2. Recipient is In Arrears of Rent

When a recipient defaults in full or partial payment of their monthly rent to an Authority, and the default constitutes two full months of rent (either cumulative or consecutive), the Authority will send a letter, *Form 01-Advice to Tenant - Rental Arrears*, to the recipient with a copy to the Income Assistance (IA) caseworker.

The IA caseworker will inform the recipient and discuss the following options:

- ◆ immediate full payment of arrears by recipient;
- ◆ completion of *Form ESIA-136 Direct Payment of Rent Agreement*; or
- ◆ application by the Authority to the Director of Residential Tenancies for an order of payment

of money owed under the lease, termination of tenancy and vacant possession.

Rental arrears or other debts or charges which a recipient owes to the Authority, beyond the above specifically identified amounts, will remain the obligation of the recipient and Income Assistance will not pay any such rent arrears or related charges.

The Authority may pursue collection from the recipient in accordance with the Authority's normal practices.

3. Recipient Pays Arrears

If the recipient pays the full arrears, the Authority will advise the IA caseworker that the matter has been resolved and that no further action is required.

4. Recipient has Existing Agreement with Housing Authority

If a recipient has an existing agreement to pay arrears with the Housing Authority, the recipient will not be required to enter into a direct pay agreement. If the recipient does default in full or partial payment of their monthly rent for two full months to the Authority the recipient will be requested to enter into the direct rent agreement.

5. Recipient Agrees to Direct Payment

If the IA recipient agrees to direct pay, the IA caseworker will explain the conditions of direct payment to the recipient as follows:

- ◆ direct payment of the rent portion of assistance to the Authority for 24 months;
- ◆ repayment of arrears in accordance with a schedule negotiated with the Authority;
- ◆ agreement that if after 24 months the recipient goes into arrears again the recipient will be placed in direct payment again and will remain on direct pay will in receipt of Income Assistance.

The IA caseworker will prepare Form ESIA-136 - Direct Payment of Rent Agreement in triplicate for the recipient and the IA caseworker to sign. The form will then be sent to the Authority for signature with two copies returned to the IA caseworker to be retained in the file and one given to the recipient.

Income Assistance will only remit to the Authority the approved eligible IA rent amount at the beginning of each month while direct payment is being made.

6. Recipient Refuses Direct Payment

Where the recipient refuses to agree to the direct payment of rent, the Authority shall review the matter and, if the Authority concludes that the tenant is in arrears of rent, the Authority shall advise the recipient and the IA caseworker that it will immediately file a complaint in accordance with the *Residential Tenancies Act*.

Income Assistance will hold all eligible monthly rental payments until advised that the complaint and any appeals have been completed.

Income Assistance will disburse the monthly rental payments which have been held in accordance with the final disposition of the dispute.

If the final conclusion of all hearings and appeals of the dispute recommends payment of the monthly rental payments which have been held to the recipient, the monies so paid will not be considered an asset and/or income and the matter will be considered to be concluded.

The recipient will receive the eligible monthly rental payments in accordance with policy commencing the beginning of the first month after the final disposition of the dispute.

If the final conclusion of all hearings and appeals of the dispute recommends payment of the monthly rental payments which have been held to the Authority, the monies will be forwarded to the Authority.

If the recipient moves out of the Authority property and into a rental unit with a private landlord before the dispute with the Authority has been resolved, Income Assistance will retain the eligible rental payments related to the disputed tenancy until the dispute is concluded. Income Assistance will provide

the recipient with the eligible rent amount to which they are entitled, commencing the first month at their new location.

7. Ending Direct Rent

Direct payment will stop when:

- ◆ the recipient is no longer receiving Income Assistance;
- ◆ the recipient’s Income Assistance shelter entitlement is less than the monthly rent; or
- ◆ a recipient no longer resides in a property operated by the Authority.

If direct payment has been in place for twenty-four consecutive months and all arrears, including any damages or other charges owed to the Authority have been paid, the recipient may make a written request to the Authority to stop direct payment. The Authority will notify the IA caseworker that direct payment may be discontinued effective the beginning of the month following the date of the notification.

8. Reinstatement of Direct Payment

If a recipient who has completed a period of direct payment of rent fails to make a subsequent rental payment within 30 days from the date the rent was due, the Authority shall request the IA caseworker to reinstate direct payment the month following the date of the request.

In such cases, direct payment will continue while the recipient is eligible for the full rent portion of Income Assistance and is living in housing provided by the Authority.

Procedures:

To arrange direct payment to an Authority the caseworker will:

- ◆ receive a request for direct payment from the recipient, or written request from the Authority indicating that the recipient has missed two full months of rent payments;
- ◆ discuss the options with the recipient and document the discussion;
- ◆ where appropriate, complete a **Form ESIA-136 - Direct Payment of Rent Agreement** to be signed by the recipient and forwarded to the Housing Authority for signature;
- ◆ where direct payment of rent is commenced, pay the recipient’s rent by issuing a supplier payment to the Housing Authority.

If the caseworker is advised that there is a dispute regarding arrears of rent between a recipient and the Authority, the caseworker will:

- ◆ document the dispute and hold the eligible rental payments for the recipient until advised of the outcome;
- ◆ disburse the held funds in accordance with the determination by the Director of Residential Tenancies, or the Courts.

Previous Version:

New policy

	Revision Date (D/M/Y)	Chapter #	Chapter Name	Section
	10/04/05	5	Basic Needs	4 - Rates of Assistance - Schedules

Revised Version:

Policy: Shelter Allowance

For the purpose of calculating shelter allowance, the expenses of an applicant/recipient of benefits shall be deemed to include the expenses of a spouse or person living with the applicant/recipient as a spouse and a dependent child **under Schedule “A”**.

Under certain circumstances, a shelter allowance for any of the following shall be allowed as an expense in an amount up to \$535 for those who own or rent their shelter, and up to \$223 for those who board:

- a single person who is disabled;
- a single person who is fleeing an abusive situation
- a single person who has a chronic mental, cognitive or physical condition that limits participation in employment services
- a single person who is 55 years of age or over;
- a single person who is a youth assisted under Chapter 5 - Section 11 - Youth 16-18 (inclusive).

Procedure:

The caseworker will:

- ensure all supporting documentation is recorded on file as outlined in ESIA Policy - Chapter 5 - Section 7 - Documentation and Verification - Accommodation Documentation.

Previous Version:

Policy: Shelter Allowance

For the purpose of calculating shelter allowance, the expenses of an applicant/recipient of benefits shall be deemed to include the expenses of a spouse or person living with the applicant/recipient as a spouse and a dependent child.

Policy: Incremental Shelter Allowance

An incremental shelter allowance as prescribed in **Schedule A** shall be allowed as an expense for a single person who is disabled; is fleeing an abusive situation; has a chronic mental, cognitive or physical condition that limits participation in employment services; is 55 years of age or over; or is a youth and otherwise meets policy requirements.

Rev #	Revision Date (D/M/Y)	Chapter #	Chapter Name	Section
081	10/04/05	5	Basic Needs	6 - Shelter Allowances

Revised Version:

SCHEDULE A: Personal Allowances and Maximum Shelter Allowance

PRESCRIBED ALLOWANCES

SHELTER ALLOWANCE		
FAMILY SIZE	RENT/OWN HOME	BOARD
1	\$285	\$222
2	\$550	\$242
3+	\$600	\$282

PERSONAL ALLOWANCE			
Shelter Situation	ADULT	DEPENDENT CHILD (up to age 18)	DEPENDENT CHILD (age 18 to 20 inclusive)
renting, own home, boarding	\$190	\$133	\$190
in hospital 30 days or more	\$105	Not prescribed	\$105
in a residential rehabilitation program	\$81	Not prescribed	\$81

Previous Version:

SCHEDULE A: Personal Allowances and Maximum Shelter Allowance

PRESCRIBED ALLOWANCES

SHELTER ALLOWANCE		
FAMILY SIZE	RENT/OWN HOME	BOARD
1	\$235	\$197
2	\$550	\$242
3+	\$600	\$282

INCREMENTAL SHELTER ALLOWANCE		
FAMILY SIZE	RENT/OWN HOME	BOARD
1	\$300	\$26

PERSONAL ALLOWANCE			
Shelter Situation	ADULT	DEPENDENT CHILD (up to age 18)	DEPENDENT CHILD (age 18 to 20 inclusive)
renting, own home, boarding	\$184	\$133	\$184
in hospital 30 days or more	\$105	Not prescribed	\$105
in a residential rehabilitation program	\$81	Not prescribed	\$81

Rev #

Revision Date (D/M/Y)	Chapter #	Chapter Name	Section
10/04/05	1 2	Appendices	The Nova Scotia Child Benefit

Revised Version:

**The Nova Scotia Child Benefit
Maximum Annual Benefits**

July 2004		July 2005	
1 st child	\$ 445	\$ 445	
2 nd child	\$ 645	\$ 645	
3 rd and each additional child	\$ 720	\$ 720	

**The National Child Benefit Supplement
Maximum Annual Benefits**

July 2004		July 2005	
1 st child	\$ 1511	\$ 1722	
2 nd child	\$ 1295	\$ 1502	
3 rd and each additional child	\$ 1215	\$ 1420	

The Nova Scotia Child Benefit is combined with the National Child Benefit Supplement to establish a standard benefit for each child as illustrated below:

**Combined Benefits
July 1, 2004 - June 30, 2005**

Children	Nova Scotia Child Benefit	National Child Benefit Supplement	Combined Benefits
1 st child	\$ 445	\$ 1722	\$ 2167
2 nd child	\$ 645	\$ 1502	\$ 2147
3 rd and each additional child	\$ 720	\$ 1420	\$ 2140

The following chart illustrates the Nova Scotia Child Benefit combined with the Canada Child Tax Benefit:

**Nova Scotia Child Benefit and the Canada Child Tax Benefit
Families Receiving Maximum Benefits of the Nova Scotia Child Benefit
Monthly Benefits - July 1, 2005**

Family Size	Nova Scotia and National Child Benefit Combined	Canada Child Tax Benefit Base Amount *	Total Monthly Federal Cheque
1 Child	\$180.58	\$102.33	\$282.91
2 Children	\$359.50	\$204.66	\$564.16

3 Children	\$537.83	\$314.16	\$851.98
4 Children	\$656.16	\$423.66	\$1079.82
5 Children	\$834.49	\$533.16	\$1367.65

* The amounts noted here for the CCTB base do **not** include the additional monthly amount of \$19.91 for children under 7 years old.

Previous Version:

The Nova Scotia Child Benefit

Maximum Annual Benefits

July 2003		July 2004	
1 st child	\$ 445	\$ 445	
2 nd child	\$ 645	\$ 645	
3 rd and each additional child	\$ 720	\$ 720	

**The National Child Benefit Supplement
Maximum Annual Benefits**

July 2003		July 2004	
1 st child	\$ 1463	\$ 1511	
2 nd child	\$ 1254	\$ 1295	
3 rd and each additional child	\$ 1176	\$ 1215	

The Nova Scotia Child Benefit is combined with the National Child Benefit Supplement to establish a standard benefit for each child as illustrated below:

**Combined Benefits
July 1, 2003 - June 30, 2004**

Children	Nova Scotia Child Benefit	National Child Benefit Supplement	Combined Benefits
1 st child	\$ 445	\$ 1511	\$ 1956
2 nd child	\$ 645	\$ 1295	\$ 1940
3 rd and each additional child	\$ 720	\$ 1215	\$ 1935

The following chart illustrates the Nova Scotia Child Benefit combined with the Canada Child Tax Benefit:

**Nova Scotia Child Benefit and the Canada Child Tax Benefit
Families Receiving Maximum Benefits of the Nova Scotia Child Benefit**

Monthly Benefits - July 1, 2004

Family Size	Nova Scotia and National Child Benefit Combined	Canada Child Tax Benefit Base Amount *	Total Monthly Federal Cheque
1 Child	\$162.99	\$100.66	\$263.65
2 Children	\$324.66	\$201.32	\$525.98
3 Children	\$485.91	\$308.98	\$794.89
4 Children	\$647.16	\$416.64	\$1063.80
5 Children	\$808.41	\$524.30	\$1332.71

* The amounts noted here for the CCTB base do **not** include the additional monthly amount of \$19.91 for children under 7 years old.