

Persons with Disabilities

General Principle

Department of Indigenous Services Canada (DISC) Persons with Disabilities provides disability assistance and supplements to provide greater independence for people with disabilities, including security of income, enhanced well-being, and participation in the community.

To be eligible for disability assistance, a person must meet the criteria for the Persons with Disabilities (PWD) designation and be designated as such by the British Columbia Aboriginal Network on Disability Society (BCANDS) on behalf of DISC. PWD may not be a permanent designation, and DISC has the authority to rescind an individual's designation in exceptional circumstances.

Definitions

July 1, 2015

See the Definitions chapter, under DISC's *Social Development Policy and Procedures Handbook, Vol 1, BC Region*.

Policy Eligibility

A person may be designated as a *Person with Disabilities* (PWD) if they have reached 18 years of age and have a severe mental (including a mental disorder) or physical impairment that meets all of the following criteria:

- in the opinion of a *medical practitioner* or *nurse practitioner*, the impairment is likely to continue for at least two years
- in the opinion of a *prescribed professional*, the impairment directly and significantly restricts the person's ability to perform *daily living activities* either continuously or periodically for extended periods
- as a result of those restrictions, the person requires an *assistive device*, the significant help or supervision of another person, or the services of an assistance animal to perform *daily living activities*.

Recipients retain the PWD designation whether or not they continue to be financially eligible for disability assistance. They are *not required* to apply for the designation on reapplication for assistance.

Persons with Disabilities Designation Application (SA 301)

The *Persons with Disabilities Designation Application* (SA 301) is used to collect information pertaining to the *applicant's* disability that will allow DISC to make evidence-based decisions consistent with policies and procedures as laid out in DISC's *Social Development Policy and Procedures Handbook, Vol.1, BC Region*. The *Persons with Disabilities Designation Application* (SA 301) has four-parts:

- **Section 1** is to be completed by the **Administering Authority's Band Social Development Worker (BSDW)**
- **Section 2** is **applicant** information to be completed by the applicant
- **Section 3** is a **Medical Report** to be completed by a *medical practitioner or nurse practitioner*
- **Section 4** is an Assessor Report to be completed by a *medical practitioner or other prescribed professional*

A PWD Designation Application (SA 301) is provided only to new applicants or recipients of income assistance who intend to apply for disability assistance.

Note: Applicants who want to apply for the PWD Designation to access other programs or benefits should *not* be provided with a PWD Designation Application (SA 301) unless they also intend to apply for disability assistance. Collection of personal information in the absence of any intention to apply for assistance is not authorized under the *Federal Privacy Act* or collected in accordance to standards set out in the *Social Development Policy and Procedures Handbook, Vol.1, BC Region*.

A PWD Designation Application (SA 301) should only be provided where the applicant is financially eligible (meets the income and asset test) or is likely to be financially eligible within 6 months of the date the application is requested, including those who are in the process of transferring assets into a trust or Registered Disability Savings Plan (RDSP). If the eligible client or applicant has assets in excess of the PWD limit, the client/applicant must be informed of the trusts program and RDSP exemption limits for clients. The administering authority staff cannot provide legal or investment advice to applicants or clients.

If an applicant *meets the eligibility* criteria for income assistance under the *Social Development Policy and Procedures Handbook, Vol.1, BC Region*, with the exception that their assets are tested at the PWD level (including assets over the PWD level in the process of being transferred into a trust or RDSP), the applicant may receive income assistance while they are completing their PWD application and awaiting the outcome of their application for PWD designation. While an applicant is not required to be determined eligible for income assistance before being provided the PWD designation application form, the applicant must first complete the intake process, sign the *Application for Social Assistance* (901-27) form and have an open case (whether in pay or not) before a PWD application can be adjudicated by BCANDS.

Example 1: An applicant is applying for disability assistance but has assets over the PWD limit that the applicant is transferring into a non-discretionary trust. The applicant may be provided a PWD application and may be eligible for income assistance while completing the PWD application and while the trust is being reviewed by the administering authority. If the client is denied the PWD designation, the non-discretionary trust will be considered an asset and the client will not be eligible for further assistance while their assets are over the income assistance limit.

Example 2: An applicant is applying for disability assistance but has assets over the PWD limit. The applicant does not intend to transfer the excess assets into a trust or RDSP. The applicant may not be provided a PWD application until such a time as his or her assets are likely to be under the PWD asset limit within 6 months.

A decision to refuse to provide a PWD Designation Application (SA 301) may be appealed. [see Chapter 2.7 Appeals]

Applicants may start the Persons with Disabilities (PWD) designation application process six months prior to their 18th birthday to ensure they can be adjudicated for the designation prior to requiring assistance. [For detailed information, see chapter 8.2 17-Year-Old Applicants]

Persons with Disabilities – Prescribed Class

A person may be designated as a *Person with Disabilities* (PWD) without going through the standard application process if the individual has reached 18 years of age and has already been approved for another prescribed government program or benefit. The classes of people eligible to use this streamlined process to become designated as a Persons with Disabilities are:

- People enrolled in BC PharmaCare Plan P (Palliative Care Benefits);
- People who have been determined by the Ministry of Children and Family Development (MCFD) as eligible for the At Home Program – Medical Benefits and Respite (a program that helps a family with the costs of caring for a severely disabled child);
- People determined by Community Living British Columbia (CLBC) as eligible to receive its support and services (Developmental Disability or Personal Supports Initiative); and
- People determined as disabled by the Government of Canada and eligible for the Canada Pension Plan Disability Benefit or the Canada Pension Plan Post-Retirement Disability Benefit.

A person may also be designated as a PWD if they have reached 18 years of age and are confirmed to be a member of a prescribed class.

Recipients retain the PWD designation whether or not they continue to be financially eligible for disability assistance. They are *not required* to apply for the designation on reapplication for assistance.

People applying for PWD designation as a member of a prescribed class must still meet all other eligibility requirements (ID, financial, residency, etc.) to be found eligible for disability assistance.

Persons with Disabilities - 17-Year-Old Applicants: Youth with an Intellectual Disability

May 2017

Youth with an Intellectual Disability who are eligible to receive services and supports from either Community Living British Columbia or the Ministry of Children and Family Development's At Home Program can apply for the Person with Disabilities (PWD) designation as a member of a prescribed class. [See Policy and Procedures - Persons with Disabilities Designation - Prescribed Class].

For individuals who do not meet the prescribed class criteria, specific PWD designation procedures and a consent form have been developed for 17-year-old youth diagnosed with an Intellectual Disability (Intellectual Developmental Disorder) to streamline their transition to disability assistance with DISC.

Youth with a diagnosis of an Intellectual Disability (or their parent/guardian) may consent to the sharing of relevant portions of their psychological assessments (or psycho-education reports) in order to determine PWD designation eligibility, as an alternative to completing a PWD Designation Application (SA 301).

If the psychological assessment information submitted does not contain sufficient information to confirm eligibility, the Youth Consent form (SA 301 C) also gives permission for DISC / BCANDS to request copies of the client's psychological assessments or psycho-education reports from the applicant's School District or, where appropriate, the Ministry for Children and Family Development.

Trusts or RDSPs

July 1, 2015

Eligible clients who receive assets that they intend to transfer into a trust or Registered Disability Savings Plan (RDSP), or who have a trust that has not yet been reviewed by the administering authority, will be provided a PWD application. For clients applying for PWD designation who have a valid trust or who are transferring assets into trust, in making the decision whether a PWD application is to be provided, it is to be presumed that the trust will provide an exemption for the assets held there. The client should be provided a PWD application if the client meets all of the following requirements:

- The client intends to apply for disability assistance
- The client is likely to be financially eligible (within six months of the date the application is requested) taking into account the presumption that the asset is or will be in a valid trust and will be exempt.

The PWD designation decision must be made in response to the client's application and will ultimately take into account the administering authority's review of the trust to determine the validity of the trust and whether exempt.

If the eligible client or applicant has assets in excess of the PWD limit, the client/applicant must be informed of the trusts program and RDSP exemption and referred to an appropriate agency because the administering authority staff cannot provide legal or investment advice to applicants or clients. [For further information on trusts, please see related Policy – Trusts]

Receiving Income Assistance While Waiting for PWD Designation

Persons who intend to apply for the Persons with Disabilities (PWD) designation and who are in need of financial support may receive income assistance and retain their assets at the higher limits (including assets over the PWD level in the process of being transferred into a trust or Registered Disability Savings Plan) applicable to recipients of disability assistance, until the outcome of their PWD Designation Application. To qualify for income assistance, these *applicants* are required to meet all eligibility criteria under Chapter 3, Application and Assessment, and Chapter 4, Eligibility, in DISC's *Social Development Policy and Procedures Handbook, Vol. 1, BC Region*, with the exception that their assets are to be tested as the higher limits allowed to recipients of disability assistance as noted above.

Both clients and applicants are expected to make every effort to collect the information necessary to determine their medical condition and to return the completed *Persons with Disabilities Designation Application* (SA 301) within a reasonable period of time of approximately three months after receiving a *PWD Application* (SA 301) form.

Clients or applicants who are *denied* the PWD designation and have submitted new medical information, continue to have their assets tested at the asset levels set out under those listed in Chapter 4, Eligibility, in DISC's *Social Development Policy and Procedures Handbook, Vol. 1, BC Region*, while awaiting the outcome of a PWD administrative review by BCANDS, as applicable.

Applicants who are found *ineligible* for the PWD designation are *not* required to repay income assistance already received but can retain assets only at or below the asset limits under those listed in Chapter 4, Eligibility, in DISC's *Social Development Policy and Procedures Handbook, Vol. 1, BC Region*.

Applicants who are found *eligible* for the PWD Designation are also eligible for other supplements in addition to disability assistance.

Disability Assistance and Supplements

PWD status is effective the first of the month *following* designation. A *recipient* with the *Persons with Disabilities designation* may be eligible for:

- higher assistance rates [see chapter 8.4, Rate Table for Persons with Disabilities]
- general health assistance [see chapter 10, Non-Status Health Benefits]
- earnings exemption [see chapter 4, Eligibility]
- a low-cost annual bus pass [see chapter 11.6 BC Buss Pass Program] or
- a Special Transportation Allowance [see chapter 11.8 Special Transportation Allowance]

Note: A client must be at least 18 years old to receive disability assistance.

Employment Obligations

July 1, 2015

A *Persons with Disabilities (PWD) designation* does not preclude some recipients from being required to seek employment. Recipients with the PWD designation and their adult *dependants* will be assisted to achieve independence to the extent they are able, through an Employment Plan or voluntary participation plan that may include employment or volunteer-related activities. [For more information see related Policy – Community Volunteer Supplement]

Returning to Assistance

Persons with the *Persons with Disabilities (PWD) designation*, who return for *disability assistance*, will be required to complete the same financial application process as all enquirers. Persons with PWD designation at the time of application are exempt from completing the work search. Once financial eligibility has been established, disability assistance and health supplements can be provided.

Procedures

Eligibility	Documentation and Forms
Applicant or Recipient	<ul style="list-style-type: none"> • <i>Application for Social Assistance (901-27)</i> • <i>Social Assistance Monthly Renewal Declaration (901-28)</i> • <i>Persons with Disabilities Designation Letter (DISC, MSDSI, or BCANDS)</i> • <i>Budget and Decision Form (901-25)</i> • <i>PWD Application (SA301) or PWD Prescribed Class Application (SA301B) or PWD Youth with Intellectual Disabilities (SA301C)</i> • <i>Income Assistance Report (DCI #455897)</i> • <i>Consent to Release of Information (901-23)</i> • <i>Copy of physician invoice for PWD</i> • All other forms and documentation as required to determine eligibility must be placed in a client's file
Resources	<ul style="list-style-type: none"> • BC Aboriginal Network on Disability Society (BCANDS) www.bcands.bc.ca • Income Assistance Report (DCI #455897) • Recipient Reporting Guide http://www.aadnc-aandc.gc.ca • Ministry of Social Development web site content for PWD dated 2013 http://www.gov.bc.ca/meia/online_resource/persons_with_disabilities_designation/

Application Process for the Persons with Disabilities Designation - Regular

July 2015

Step 1 - Eligibility to Apply

Determine if the applicant or recipient of income assistance intends to apply for disability assistance. A *PWD Designation Application (SA 301)* should *not* be provided where it is established that the individual has no intention to apply for disability assistance.

A *PWD Designation Application (SA 301)* should *only be provided* where the client is financially eligible (meets the income and assets test) or is likely to be financially eligible within 6 months, including eligible clients who are in the process of transferring assets into a trust or Registered Disability Savings Plan (RDSP). (Six months is the approximate combined length of time it takes for an individual to complete the *PWD Designation Application (SA 301)* form and BCANDS to adjudication and issue a decision letter.)

Examples of where the Band Social Development Worker (BSDW) may determine a situation for a client may change within 6 months include, but are not limited to:

- individuals on EI or EI medical, whose benefits will expire within that time period
- individuals whose employment is seasonal or intermittent

Providing a *PWD Designation Application* (SA 301) within 6 months will allow for a streamlined transition for these individuals.

If the applicant is *not* currently receiving income assistance, the BSDW must ensure the applicant meets the eligibility criteria for income assistance, signed the *Application for Social Assistance* (901-27) form and has an open case file (whether in pay or not) in order for the PWD application to be adjudicated by BCANDS. If the applicant is currently in receipt of income assistance, no additional financial assessment is required.

If the applicant is not already receiving income assistance and meets the eligibility criteria for income assistance under the *DISC Social Development Policy and Procedures Handbook, Vol. 1, BC Region*, with the exception that their assets are tested at the PWD level (including assets over the PWD level in the process of being transferred into a trust or RDSP), the BSDW may provide income assistance pending the outcome of the applicant's application for PWD designation. [See Procedures – Providing the Application to Persons Exempted from Asset Limits]

If the eligible client or applicant has assets in excess of the PWD limit, the BSDW must inform the client/applicant of the trust's limits and RDSP exemption and refer the client/applicant to an appropriate agency. The case file should have notes as to the date the client was informed and referral made.

Step 2: Provide the *PWD Designation Application* (SA 301) to the Client

A *PWD Designation Application* (SA 301) is *not provided* if the applicant does *not meet* the financial eligibility requirements as determined in Step 1. The BSDW must advise the client/applicant that they have the right to appeal the decision. [see chapter 2.7 Appeals]

If a *PWD Designation Application* (SA 301) is provided, the BSDW must complete the following procedure:

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| <i>BSDW</i> | <ol style="list-style-type: none"> 1. Complete the <i>PWD Request for Application</i> (SA 331) form and fax or email to BCANDS. 2. Review with the applicant the <i>PWD Designation Application</i> (SA 301) and the application process. Offer the Persons with Disabilities brochure. [see BCANDS web site] |
|-------------|---|

3. Complete section 1, Administering Authority Information. Stamp or print office address and sign the application to validate it for fee payment. Only applications with the issuing office address and signature are validated for payment. Payments of fees are provided by the administering authority and not the Medical Services Plan. [see Procedures – Fees for Medical Practitioners and Prescribed Professionals]

4. Advise the applicant to notify the physician/prescribed professional that invoices for their fees must be mailed to the BSDW at the address on Section 1.

Applicant

5. Have the applicant complete Section 2, Applicant Information and Section 2C, Declaration and Consent.

BSDW

6. Advise the client to have the form completed by a *medical practitioner, nurse practitioner and/or a prescribed professional*, as denoted on the application form.
7. Advise the client to review the checklist once the application is complete and return by mail to BCANDS at the address on the application form within three months.
8. If the client is receiving regular Income Assistance pending the outcome of the adjudication of their PWD Application, set a due date of three months. Make case notes to provide details and reasons for issuing while regular IA pending notification of PWD application decision.
9. **If, after three months, the applicant hasn't returned their application to BCANDS, update case notes of reason "PWD application request has been abandoned (or refused)."**

Application Process for Persons with Disabilities Designation – Prescribed Class January 2017

Step 1 – Eligibility to Apply

Determine if the applicant or recipient of income assistance intends to apply for disability assistance. A *PWD Designation Application – Prescribed Class (SA 301B)* should *not* be provided where it is established that the individual has no intention to apply for disability assistance.

A *PWD Designation Application – Prescribed Class (SA 301B)* should *only be provided* where the client is financially eligible (meets the income and assets test) or is likely to be financially eligible within two months, including eligible clients who are in the process of transferring assets into a trust or Registered Disability Savings Plan (RDSP). (Two months is the approximate combined length of time it takes for an individual to complete the *PWD Designation Application – Prescribed Class (SA 301B)* form and BCANDS to adjudicate and issue a decision letter.)

Examples of where the Band Social Development Worker (BSDW) may determine a situation for a client may change within 2 months include, but are not limited to:

- Individuals on EI or EI medical, whose benefits will expire within that time period
- Individuals whose employment is seasonal or intermittent
- Individuals who are 2 months away from their 18th birthday

Providing a *PWD Designation Application – Prescribed Class (SA 301B)* within 2 months will allow for a streamlined transition for these individuals.

If the applicant is *not* currently receiving income assistance, the BSDW must ensure the applicant meets the eligibility criteria for income assistance, signed the *Application for Social Assistance (901-27)* form and has an open case file (whether in pay or not) in order for the PWD application to be adjudicated by BCANDS. If the applicant is currently in receipt of income assistance, no additional financial assessment is required.

If the applicant is not already receiving income assistance and meets the eligibility criteria for income assistance under the *DISC Social Development Policy and Procedures Handbook, Vol. 1, BC Region*, with the exception that their assets are tested at the PWD level (including assets over the PWD level in the process of being transferred into a trust or RDSP), the BSDW may provide income assistance pending the outcome of the applicant's application for PWD designation. [See Procedures – Providing the Application to Persons Exempted from Asset Limits]

If the eligible client or applicant has assets in excess of the PWD limit, the BSDW must inform the client/applicant of the trust's limits and RDSP exemption and refer the client/applicant to an appropriate agency. The case file should have notes as to the date the client was informed and referral made.

Step 2: Provide the *PWD Designation Application – Prescribed Class (SA 301B)* to the Client

A *PWD Designation Application – Prescribed Class (SA 301B)* is *not provided* if the applicant does *not meet* the financial eligibility requirements as determined in Step 1.

If a *PWD Designation Application – Prescribed Class (SA 301)* is provided, the BSDW must complete the following procedure:

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| <i>BSDW</i> | <ol style="list-style-type: none"> 1. Complete the <i>PWD Request for Application (SA 331)</i> and select the <i>Prescribed Class 301 B form</i> and fax or email it to BCANDS. The SA 331 form is available on their website at www.bcands.bc.ca. BCANDS will send you the <i>Persons with Disabilities Designation Application – Prescribed Class (SA 301B) form</i> to complete with the client. 2. On the 301 B application form, complete Section 1 on page 1 of 2 - Administering Authority. |
| <i>Applicant</i> | <ol style="list-style-type: none"> 3. Have the applicant complete Section 2 – Applicant Information and the Declaration and Notification on page 1 of 2 and sign the Authorization and Consent on page 2 of 2. If the applicant does not have the necessary capacity to sign the Application, their power of attorney (or otherwise) may sign on page 2, with supporting documentation. |
| <i>BSDW</i> | <ol style="list-style-type: none"> 4. Once the form has been completed, advise the client to review the form. The BSDW must then return the completed application by mail to BCANDS at the address on the application. 5. If the client is receiving regular Income Assistance pending the outcome of the adjudication of their PWD application, make case notes to provide details and reasons for issuing while regular IA pending notification of PWD application decision. 6. If the applicant has not returned their application, update case notes of reason “PWD application request has been abandoned (or refused).” |

Application Process for Youth Transition Consent – Youth with Intellectual Disabilities - Persons with Disabilities Designation

May 2017

Step 1 – Eligibility to Apply

Disability assistance applicants who are 17.5 to 19 years old with a diagnosis of an Intellectual Disability (Intellectual Developmental Disorder) will self-identify as meeting this criterion on the Application for Assistance.

Note: Youth with an Intellectual Disability who are eligible to receive services and supports from either Community Living British Columbia or the Ministry of Children and Family Development's At Home Program can apply for the Person with Disabilities (PWD) designation as a member of a prescribed class.

The following process is for applying for the PWD designation:

Determine if the applicant or recipient of income assistance intends to apply for disability assistance. A PWD Designation Application – Youth with Intellectual Disabilities (SA 301C) should not be provided where it is established that the individual has no intention to apply for disability assistance.

A PWD Designation Application – Youth with Intellectual Disabilities - Persons with Disabilities Designation (SA 301C) should only be provided where the client is financially eligible (meets the income and assets test) or is likely to be financially eligible within two months, including eligible clients who are in the process of transferring assets into a trust or Registered Disability Savings Plan (RDSP). (Three months is the approximate combined length of time it takes for an individual to complete the PWD Designation Application – Prescribed Class (SA 301C) form and BCANDS to adjudicate and issue a decision letter.)

Examples of where the Band Social Development Worker (BSDW) may determine a situation for a client may change within 2 months include, but are not limited to:

- Individuals on EI or EI medical, whose benefits will expire within that time period
- Individuals whose employment is seasonal or intermittent
- Individuals who are 2 months away from their 18th birthday

Providing a PWD Designation Application – Youth with Intellectual Disabilities - (SA 301C) within 2 months will allow for a streamlined transition for these individuals.

If the applicant is not currently receiving income assistance, the BSDW must ensure the applicant meets the eligibility criteria for income assistance, signed the Application for Social Assistance (901-27) form and has an open case file (whether in pay or not) in order for the PWD application to be adjudicated by BCANDS. If the applicant is currently in receipt of income assistance, no additional financial assessment is required.

If the applicant is not already receiving income assistance and meets the eligibility criteria for income assistance under the DISC Social Development Policy and Procedures Handbook, Vol.1, BC Region, with the exception that their assets are tested at the PWD level (including assets over the PWD level in the process of being transferred into a trust or RDSP), the BSDW may provide income assistance pending the outcome of the applicant's application for PWD designation. [See Procedures – Providing the Application to Persons Exempted from Asset Limits]

If the eligible client or applicant has assets in excess of the PWD limit, the BSDW must inform the client/applicant of the trust's limits and RDSP exemption and refer the client/applicant to an appropriate agency. The case file should have notes as to the date the client was informed and referral made.

Step 2 - Provide the *PWD Designation Application – Youth with Intellectual Disabilities (SA 301C)* to the Client

A *PWD Designation Application – Prescribed Class (SA 301C)* is *not provided* if the applicant does *not meet* the financial eligibility requirements as determined in Step 1.

If a *PWD Designation Application – Prescribed Class (SA 301C)* is provided, the BSDW must complete the following procedure:

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| <i>BSDW</i> | <ol style="list-style-type: none"> 1. Complete the <i>PWD Request for Application (SA 331)</i> and select the <i>Youth with Intellectual Disabilities - Persons with Disabilities 301C form</i> and fax or email it to BCANDS. The SA 331 form is available on their website at www.bcands.bc.ca. BCANDS will send you the <i>Persons with Disabilities Designation Application – Youth with intellectual Disabilities (SA 301C) form to complete with the client</i>. 2. On the 301C application form, complete Section 1 on page 1 of 2 - Administering Authority. |
| <i>Applicant</i> | <ol style="list-style-type: none"> 3. Have the applicant complete Section 2 – Applicant Information on page 1 of 2 and sign the form on page 2 of 2. If the applicant does not have the necessary capacity to sign the Application, their power of attorney (or otherwise) may sign on page 2, with supporting documentation. |
| <i>BSDW</i> | <ol style="list-style-type: none"> 4. Once the form has been completed, advise the client to review the form. The BSDW must then return the completed application, including the psychological assessment, by mail to BCANDS at the address on the application. 5. If the client is receiving regular Income Assistance pending the outcome of the adjudication of their PWD application, make case |

notes to provide details and reasons for issuing while regular IA pending notification of PWD application decision.

6. If the applicant has not returned their application, update case notes of reason "PWD application request has been abandoned (or refused)."

Step 3: PWD Adjudication

BC Aboriginal Network on Disability Society (BCANDS) adjudicates the PWD Designation Application on behalf of Indigenous and Northern Affairs Canada as of July 1, 2015.

Adjudication Outcomes When a Client is Approved for the PWD designation:

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| <i>BCANDS</i> | 1. BCANDS sends the decision letter to the client and copy to the Band Social Development Worker (BSDW) at the administering authority office indicating PWD approved. |
| <i>BSDW</i> | 2. BSDW shall update the status of the client file and complete a new <i>Budget and Decision Form</i> (901-25) in full and indicate the issue date for disability benefits for the month following the approved designation. |
| <i>BCANDS</i> | 3. PWD status is effective the first of the month following designation. |

When a client is denied the PWD designation, or if a client's designation is rescinded, BCANDS will:

1. Send a decision letter and decision summary to the client to advise the client of the reasons for the denial and their right to submit a new psychological assessment or request an appeal. BCANDS will send a copy of the decision letter to the BSDW at the administering authority office, however, will not forward any medical information to the BSDW without the applicant's prior consent.
2. BCANDS will update the PWD status (all documents will be available) and review the new medical information or complete an appeal and close the file.
3. If new psychological assessments are submitted to BCANDS, a decision letter and decision summary will be sent to the client and copy to the BSDW at the administering authority office, as outlined under point 1.
4. BSDW will update case file to indicate the decision and review the decision summary with the client.

Providing the Applicant with Exemptions and Assets Limits

An eligible client or client in receipt of income assistance and who has applied for or intends to apply for the PWD designation, may retain their assets up to the limits allowable in Chapter 4.7, Assets, in *DISC's Social Development Policy and Procedures Handbook, Vol.1, BC Region*.

When a Review is Required

May 2017

As of December 2016, a five-year review of PWD designation is no longer required. Once an eligible recipient has been designated as Persons with Disabilities, they will maintain that designation. However, DISC and BCANDS may review any PWD designation and rescind the PWD designation as warranted or assign a review to any newly approved PWD designation.

BCANDS determines whether or not a review is warranted due to exceptional circumstances (i.e., BCANDS has been supplied with inaccurate or new information or the information provided indicates the disability may improve over time) and ensures that all criteria are met for the PWD designation.

When a recipient's *Persons with Disabilities (PWD) designation* is approved upon review due to exceptional circumstances, BCANDS will send a decision letter to the recipient.

PWD Designation Rescinded

When a recipient's *Persons with Disabilities (PWD) designation* is rescinded, follow these steps:

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| <i>BCANDS</i> | 1. To send the decision letter to recipient to advise of the reasons for the rescindment, and the effective date of the rescindment, and the right to provide new/updated information or appeal. |
| <i>BSDW</i> | 2. Will assess the recipient for continued eligibility for <i>income assistance</i> prior to the end of the period. |
| | 3. Adjust the income assistance file if the recipient has other disability-related supplements or if supplier cheques are set up on the file. |

Note: A copy of the *Persons with Disabilities Designation Application (SA 301)* form and copies of any correspondence, reports, and documents that relate directly to the application which are sent to BCANDS, are not to be kept in the applicant's file as these documents contain medical information.

Fees for Medical Practitioners and Prescribed Professionals

1. Fees for *medical practitioners* completing Section 3 - Medical Report and Section 4 - Assessor Report are:
 - a) paid by the administering authority
 - b) upon submission of an invoice
 - c) under the Basic Support budget
 - d) recorded on the Budget and Decision Form (901-25)

2. Fees for non-medical practitioner *prescribed professionals* completing Section 4 - Assessor Report are:
 - e) paid by the Administering Authority
 - f) upon submission of an invoice
 - g) under the Basic Support budget
 - h) recorded on the *Budget and Decision Form* (901-25)

Note: *Medical practitioners, nurse practitioners and Prescribed professionals* complete the Assessor's Invoice included on the last page of the Designation Application or Review booklets. The invoice is removed from the booklet and mailed to the Administering Authority.

Note: *Medical practitioners, nurse practitioners and other prescribed professionals* may call BCANDS at the number included in the *Persons with Disabilities Designation Application* (SA 301), with any questions regarding completion of the forms and payment of fees.

Budget and Decision Form (901-25)

The *Budget and Decision Form* (B&D) (901-25) is to be *completed in full* to document the decision to issue, or not issue, the benefit as follows:

1. Under the Comment section – indicate:
 - a. The “Monthly Reporting Requirements”
 - b. The type of need being provided (i.e., IA benefits, PWD benefits, PPMB benefits)
 - c. The amount of shared shelter and show the family unit portion for each eligible item [For more information, see chapter 5.1 Shelter Allowances Overview].
2. Under Monthly Requirements section – enter the amount for each benefit and sub-total each category:
 - a. (A) Basic, (B) Shelter, and (D) Special only
 - b. Items not applicable write N/A or put a strikethrough to show you have reviewed
3. Under the Resources section - enter the amount of each item in categories (1) Earned Income, (2) Income from Self-Employment (3) Unearned Income (4) Recovery. Total all items under (5) Total Monthly Deductions to determine the monthly deduction amount:
 - a. Items not applicable write N/A or put a strikethrough to show you have reviewed
 - b. Enter the amount of (5) from Resource section to Less Deductions under Monthly Requirements
 - c. Monthly Entitlement amount to be issued.
4. Under the Temporary Allowance Issued by Administering Authority section - enter:
 - a. the unit size (i.e., family unit size)
 - b. the amount entitled
 - c. the from and to dated (i.e., April 1, 2015, to March 31, 2016).
5. Any section not applicable like Transfer to Band Work Project section, enter N/A or put a strikethrough to show you have reviewed.
6. Signatures of both the recipient and Administering Authority required.
7. If the ‘From and To’ dates are for entire fiscal year. A new B&D Form (901-25) needs to be prepared only when a change occurs as:
 - a. the *Social Assistance Monthly Renewal Declaration* (901-28) form must be provided each month and describe all changes (i.e., copy of paystub or new utility bill) [see chapter 3 Application and Assessment].
8. All expenditures must have the required documentation attached to the B&D form.

DCI # 455897 – INCOME ASSISTANCE REPORT

The *Administering Authority* is to report all expenditures and caseload information by completing:

1. Pages 1-4, Part A caseload details for applicant/recipient; and
2. Pages 5-6, Part B *Financial Management Report* sections:
 - Income Assistance Expenditures,
 - Shelter Information,
 - Children Out of Parental Home, and
 - Declaration.