



*Income Assistance  
Program*

### Funding Source?

Aboriginal Affairs and Northern Development Canada

### What is Income Assistance?

Income Assistance, previously called Social Assistance is defined as a needs-tested, last resort system of income support. This program is administered by Ta'an Kwäch'än Council and managed by AANDC. This program is administered under the *Social Assistance Act*. The regulations and policies are set by AANDC.

### What is the objective of Income Assistance?

The objective of Income Assistance is to provide individuals and families with a means to meet basic needs for food, clothing and shelter. Funds may also be provided for special needs allowances for goods and services which are essential to the physical and social well-being of an eligible client. This allowance covers some basic furniture and some costs for a diet recommended by a physician.

### What is income?

Applicants must provide information about the money they receive from all sources. Income includes and is not limited to employment earnings, employment insurance, child maintenance payments, pensions, income tax refunds, training allowances, and winnings (from bingos, lotteries, etc.)

## How to apply?

To apply for Income Assistance an applicant must be a Ta'an Kwäch'än Status First Nation citizen residing in Whitehorse. Ta'an Kwach'an Non-status beneficiaries should apply to Yukon Government for income assistance. If you reside in another community you must apply for assistance in that community.

Consult the handouts:

- What should I bring to my first income assistance meeting?
- What should I bring to my next income assistance meeting?

To continue to receive income assistance an applicant must:

- Provide all information to the Social Assistance Intake Worker to determine ongoing eligibility for income assistance (examples: rent receipts, invoices, pay stubs, winnings...).
- Utilize benefits for the purposes they are intended.
- Provide work search information to demonstrate search efforts.
- Accept employment when offered.
- Indicate any plans to sell assets, if applicable, and provide information regarding the income gained from the sale(s).
- Make appointments and be available for personal interviews with the Social Assistance Intake Worker.

The applicant will also:

- Be on time for appointments.
- Bring all required paperwork.
- Not be under the influence of alcohol or illegal substances.
- Actively seek employment and or educational or training programs.
- Treat all staff and other applicants in a respectful manner.

## What documents are required for my Income Assistance meeting?

If an applicant does not bring the identification and required documents with them to their appointment, there will be delays in determining eligibility for income assistance.

At the income assistance meeting an applicant is required to complete and provide the following documents:

- An application form and TKC Status Card for identification
- A consent and release of information form
- Employment insurance release form
- Income tax information
- Bank statements

- Pay stubs
- Rent receipts
- Utility receipts
- Work search form

It is a requirement of the Income Assistance program for all clients to complete and provide:

- an Application Form,
- a Consent for Release of Information Form,
- an Employment Insurance Release Form,
- Income Tax Assessment,
- two months of Bank Statements, and
- Rental Report of Landlord

on an annual basis, March of each year.

#### How to schedule an appointment?

An applicant can make an appointment for income assistance by calling :  
Geraldine Irvine at (867) 668-3613

#### What is the appointment schedule?

The Social Assistance Intake Worker works part-time.

The times for scheduled appointments are:  
Monday to Friday 9:00 A.M. to 2:30 P.M.

#### What are applicant's rights and responsibilities?

##### Rights:

- An applicant registered under the Indian Act has the right to apply for income assistance and to receive a written decision upon request (the Budget and Decision Form).
- An applicant has the right to review (appeal) any decision concerning his or her application for income assistance.

##### Responsibilities:

- An applicant is responsible for applying for income assistance in person.
- An applicant is required to demonstrate that within the limits of his or her abilities and circumstances all avenues and resources of self support have been explored and proof of this can be provided to the Social Assistance Intake Worker.
- An applicant must sign a Consent and Release of Information form so that the Social Assistance Intake worker may verify all information provided by the applicant is accurate.
- An applicant must declare all household income when applying or reapplying for income assistance.
- An applicant must immediately report any changes which may affect his or her levels of income assistance.

### Do I have to work?

All applicants must look for work. The work search form establishes an applicant's commitment to the steps required to achieve self-sufficiency, where possible, through employment. The applicant completes the work search form each month by identifying the number of employers who have been contacted, the positions applied for, and the results.

Applicants over 65 years of age, or who have a child under six or a child with a serious disability are exempt from looking for work.

### How much can I work?

An applicant can still receive income assistance if you are working but do not earn enough to meet your needs.

Applicants receive a general deduction of \$100.00 per month for a single applicant and \$150.00 per month for a family. Eligible applicants, whether employed or self-employed, must declare 100% of monthly income for the first month he or she receives assistance (or after a 30 day break in the receipt of assistance). The declaration of 50% of monthly income applies for the second month of assistance and onwards.

### What is the review process?

Applicants are responsible for making their own inquiries and initiating their own reviews (appeals).

If an applicant does not agree with a decision about their income assistance amounts they can ask for a review.

An applicant or client may request a review on the grounds of refusal to grant assistance, cancellation of an allowance, suspension of an allowance, reduction of an allowance, inadequate allowance, and method of payment or other grounds.

### How to request a review hearing.

Tell your Social Assistance Intake Worker that you want a review and you will be given a form to fill out. The Manager of Health and Education will review your case and inform you of the decision.

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