

Social Assistance Program and Social Solidarity Program

Quick Reference Tool for the Designated Administrator

(other than a body or an institution)

- I must use the financial assistance that I administer reasonably, for the sole benefit of the adult or family for whom I receive it.
Ref.: Section 34 of the Individual and Family Assistance Regulation
- I must do not derive any direct or indirect personal benefit.
Ref.: Section 34 of the Regulation

My obligations

 **Management**

I must manage the financial assistance granted to the person or persons for whom I have accepted this responsibility in such a way as to enable verification of the use of the assistance.
Ref.: Section 38 of the Regulation



Open an account at a financial institution.

 **Declarations**

- I must declare the liquid assets that exceed the basic exemptions (see other side).
- I must declare the property the person or persons own (e.g.: residence, cottage, land, vehicles, motorcycles).
- I must declare the person or person’s work income (e.g.: work income, tips).
- I must declare any gifts the person or persons receive (e.g. money, property).
- I must declare any other resources the person or persons have (e.g.: indemnities from the Commission des normes, de l’équité, de la santé et de la sécurité du travail (CNESST) or the Société de l'assurance automobile du Québec (SAAQ), amounts from Retraite Québec, employment insurance benefits, benefits under the Québec Parental Insurance Plan (QPIP), amounts from the Canada Pension Plan).
- I must declare any changes that could affect the assistance granted
Ref.: Sections 34 and 36 of the Individual and Family Assistance Act

 **Keep**

I must keep the supporting documents for the expenses paid.
Ref.: Section 39 of the Regulation



Keep all invoices, receipts and cash register slips. File them as you receive them, in envelopes identified by the months in which the expenses were incurred.

 **Submit**

On request, I must submit reports on my financial management.
Ref.: Section 39 of the Regulation



You can use the monthly bank or caisse populaire statements and supporting documents for the expenses that you pay each month for your report on your financial management, provided that these documents provide information about the withdrawals and deposits for the month.

Liquid assets

The person or persons whose last-resort financial assistance you are administering may hold a certain amount of liquid assets without their assistance being affected. These basic exemptions (“excluded liquid assets”) are specified in the Regulation.

Basic exemptions			
Social Solidarity Program <small>(Ref.: Section 163 of the Regulation)</small>		Social Assistance Program <small>(Ref.: Section 131 of the Regulation)</small>	
Adults: Independent adult:	\$2,500	Adults: Independent adult:	\$1,500
Family:	\$5,000	Family:	\$2,500

Additional exclusions may be applied, depending on the situation. For example, in the case of a family with dependent minor children, an additional amount is added to the basic exemption. That amount does not apply in the case of a minor who is sheltered with her child.



If the liquid assets exceed the total basic exemption that can be applied

If you expect that the liquid assets on the last day of a month will exceed the exemptions provided for under the Regulation (surplus liquid assets), you need to know that this will have an effect on the benefit paid for the following month.

Example for the Social Solidarity Program:

Impact <small>(Reduction in amount of financial assistance)</small>	
Independent adult:	
Balance in account at financial institution on June 1:	\$3,000
Total expenses for June:	\$400
Account balance on June 30:	\$2,600
No other accounts and no investments. Total liquid assets available:	\$2,600
Minus basic exemption for liquid assets:	\$2,500
Surplus	\$100



Financial assistance for July reduced by \$100.

Important: If the financial assistance for July has already been granted, the beneficiary will be issued a claim for repayment of the overpayment once the Ministère du Travail, de l'Emploi et de la Solidarité sociale obtains the pertinent information.

If you have any questions about your obligations as the designated administrator, you can contact the person in charge of the beneficiary’s file, at any time.

This document may not be used for legal interpretation purposes and does not replace the provisions of the applicable laws and regulations.