

Employment Related Financial Supports (ERFS) – Client Supports

Decision Making Checklist

All of the following conditions must be met for the proposed expense to be considered eligible:

- The need for client support is documented (demonstration of financial need)

- Individual expense does not exceed \$1,000; OR
- Expense exceeds \$1,000 and prior approval from SSM obtained

- Total expenses used for the client's EAP do not exceed \$3,500; OR
- Total expenses exceed \$3,500 and prior approval from SSM obtained

- The expense falls within an eligible expense category (also check applicable category)
 - Technology
 - Short-Term Transportation
 - Work Clothing or Grooming
 - Special Equipment and Supplies
 - Costs Related to Occupational Certification
 - Short-Term Training Costs
 - Emergency/Infrequent Childcare
 - Work Related Disability Supports
 - Other (and prior approval from SSM has been obtained)

- Other available sources of funding have been exhausted/ruled out

- Social Assistance has been informed and benefit use has been coordinated; OR
- Not applicable as this client is not in receipt of Social Assistance

- Itemized receipt is available as proof of purchase (containing name of organization/business, date of purchase, description of item purchased, amount of item, amount of HST, total amount of purchase)