

# Authority Level Matrix

**September 1, 2015**

**Management teams may delegate policies to specific positions within the authority level at their discretion** (i.e.: SEP policies to the MFS). However, the authority delegation should be reviewed annually to confirm appropriate levels. Delegation outside an authority level is determined by the Executive Director, given specific circumstances (i.e.: no delegate available) and should be on a temporary basis.

Policy	Authority Levels					
	EAW	SPVR	Adj	MGR	DIR	HAB
<b>CRISIS SUPPLEMENTS (REGULAR AND HARDSHIP)</b>	EAW	SPVR	Adj	MGR	DIR	HAB
Crisis food (52), clothing (75), furniture (78) up to \$250	X					
Crisis utilities (77), home repair (79) up to \$500	X					
Crisis shelter (74) up to \$700	X					
Crisis other (50) up to \$100	X					
Crisis food (52), clothing (75) in excess of \$250		X				
Crisis utilities (77) in excess of \$500		X				
Crisis shelter (74) in excess of \$700		X				
Crisis essential utilities (80) up to \$500		X				
Crisis other (50) in excess of \$100				X		
Crisis furniture (78) in excess of \$250				X		
Crisis home repair (79), essential utilities (80) in excess of \$500				X		
Crisis emergency/disaster (76)				X		
<b>CASE SPECIFIC POLICIES</b>	EAW	SPVR	Adj	MGR	DIR	HAB
Child protection concerns at any age				X		
Child under 17 years of age				X		
Child in a marriage-like relationship				X		
17 & 18 year old applicants if no protection concerns		X				
Confirmed Job Supplement up to \$250 (54)	X					
Confirmed Job Supplement > \$250 up to \$1000 (54)		X				
Increase shelter and re-mortgages		X				
Home maintenance and repair costs above the 12-month crisis limit				X		
Clients out of BC more than 30 days				X		
Absence from continuing care facility from 15-21 days for visitation	X					
Asset unavailable		X				

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Assessing farm assets		X				
Extend asset level exemptions for applicants of PWD requiring more than 3 months to submit application		X				
Parents without Status (Exemption from Citizenship Requirements)				X		
Write off requests on open GA files				X	X	
Applying a Fleeing Abuse Alert	X					
Removing a Fleeing Abuse Alert		X				
Exemption from an offence overpayment deduction				X		
<b>HARDSHIP</b>	<b>EAW</b>	<b>SPVR</b>	<b>Adj</b>	<b>MGR</b>	<b>DIR</b>	<b>HAB</b>
Assets in Excess < 3 months (N)	X					
Income in Excess < 3 months (G)	X					
Assets in Excess > 3 months (N)		X				
Income in Excess > 3 months (G)		X				
Pending EI (C)	X					
Pending verification of eligibility for EI (C)		X				
Pending income < 3 months (P)	X					
Pending income > 3 months (P)		X				
Identity not established < 6 months (J)	X					
Identity not established > 6 months (J)		X				
SIN Required < 6 months (K)	X					
SIN Required > 6 months (K)		X				
Suspend sanctions with imminent danger to physical health (B)				X		
Strikes or lockouts (E)	X					
Disqualification for Fraud and Related Offences for families with dependent children (F)		X				
Sponsorship breakdown: unable to contact sponsor (L)	X					
<b>MOVING SUPPLEMENTS</b>	<b>EAW</b>	<b>SPVR</b>	<b>Adj</b>	<b>MGR</b>	<b>DIR</b>	<b>HAB</b>
Emergency moves up to \$500 (53)	X					
Emergency moves in excess of \$500 (53)		X				
Moves of furniture up to \$500 (53)	X					
Moves of furniture in excess of \$500 (53)		X				
Emergency moves due to physical safety (55)		X				
Funding an escort for a move outside of BC (56)				X		
Moves out of country (56)				X		
Moves out of province to improve living circumstances (56)				X		

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Moves for confirmed employment anywhere within Canada up to \$700 (56)	X					
Moves for confirmed employment anywhere within Canada in excess of \$700 (56)		X				
Transportation and living costs for child protection up to \$500 (53)	X					
Transportation and living costs for child protection in excess of \$500 (53)		X				
Unusual modes of transportation or unusual costs		X				
<b>TRANSPORTATION TO ALCOHOL AND DRUG FACILITIES</b>	<b>EAW</b>	<b>SPVR</b>	<b>Adj</b>	<b>MGR</b>	<b>DIR</b>	<b>HAB</b>
Least expensive mode of transportation to recognized facilities for income assistance & disability assistance recipients	X					
Approving transportation issued under exceptional circumstances		X				
<b>EMPLOYMENT PLANNING AND EXEMPTIONS</b>	<b>EAW</b>	<b>SPVR</b>	<b>Adj</b>	<b>MGR</b>	<b>DIR</b>	<b>HAB</b>
Eligibility for PPMB			X			
Waiving the EP for clients with a severe physical or mental condition			X			
Deferring or suspending an EP for client with legitimate mitigating circumstances		X				
Completing the EP	X					
<b>HEALTH SUPPLEMENTS</b>	<b>EAW</b>	<b>SPVR</b>	<b>Adj</b>	<b>MGR</b>	<b>DIR</b>	<b>HAB</b>
Medical transportation local (10)	X					
Medical transportation non local up to \$700 (62)	X					
Medical transportation non local in excess of \$700 (62)		X				
Medical transportation shelter (83)	X					
Medical transportation food (84)	X					
Medical transportation for border travel outside BC (62)		X				
Medical transportation for non-border travel outside BC (62)				X		
Medical transportation in excess of 20 cents/km (18)		X				
Medical transportation escort (7) (MGR if outside BC)	X			X		
Extensions to extended medical therapies						X
Equipment purchase & repairs < \$500 (except CPAP )	X					

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Equipment purchase & repairs \$500 - \$1000 (after consulting with HAB)		X				
Equipment purchase & repairs > \$500						X
Assessing and purchasing of all CPAP & BiPAP (positive airway pressure) equipment, rentals & repairs						X
Equipment rental < 60 days (except power mobility)	X					
Equipment rentals > 60 days						X
Power mobility rentals						X
Pre-authorized optical such as special lenses, tints, frames and replacement glasses						X
Orthoses – custom						X
Orthoses – off the shelf <\$100 (no foot orthotics)	X					
Orthoses – off the shelf >\$100						X
<b>HEALTH SUPPLEMENTS FOR PERSONS WITH A LIFE THREATENING HEALTH NEED</b>	<b>EAW</b>	<b>SPVR</b>	<b>Adj</b>	<b>MGR</b>	<b>DIR</b>	<b>HAB</b>
Medical transportation in BC for clients not eligible for general health supplements				X		
Medical transportation in BC for persons not eligible for BCEA or for persons receiving hardship assistance				X		
Medical transportation within Canada for clients not eligible for general health supplements, persons not eligible for BCEA or for persons receiving hardship assistance					X	
Medical equipment or supplies <\$500				X		
Medical equipment or supplies >\$500 or supplies required for more than 90 days						X
<b>SELF EMPLOYMENT PROGRAM</b>	<b>EAW</b>	<b>SPVR</b>	<b>Adj</b>	<b>MGR</b>	<b>DIR</b>	<b>HAB</b>
Exemption up to \$5,000 to renovate SEP participant's residence. (for self-employment business purposes)	X					
Exemption of business loans up to \$50,000.	X					
Exemption up to \$5,000 in a reserve account for permitted business operating expenses	X					
Authorize SEP business exemptions/deductions for three consecutive months immediately following loss of PWD designation or PPMB status	X					
Waiving the requirement for a SEP participant to develop a business plan	X					
Exemption for costs over \$5,000 for renovation of residence for self-employment business purposes				X		

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Authorizing financial audits of SEP participant's self-employment business				X		
Arranging financial audits of self-employment business by independent third party contractor				X		
Exemption from policy when business assets and loans over \$50,000					X	

**Yellow** highlight denotes change in authority level.

**Grey** highlight denotes old authority level.

<b>EAW</b>	Employment & Assistance Worker
<b>SPVR</b>	Supervisor
<b>Adj</b>	Adjudicator
<b>MGR</b>	Manager (e.g.: Policy & Program Implementation, Field Services, Business Strategy etc.)
<b>DIR</b>	Director (e.g.: Service Delivery, Performance & Risk Management etc.)
<b>HAB</b>	Health Assistance Branch

## General Principles

Determination of authority levels to guidelines. Determination is based on meeting majority of criteria ('or', not 'and'). Individual categories may be determined based on an extreme weighting on one particular category.

### EAW Level

- Procedures are clear
- Volume: High
- Financial Risk: Low - Moderate
- Client Impact: Low - Moderate
- Political Risk: Low

### Adj Level

- PPMB Eligibility
- Waiving EP for clients with severe mental/physical conditions
- TL exclusions for single with disabled child

### Director Level

- Financial Risk: Extreme
- Client Impact: High - Extreme
- Political Risk: Extreme
- To be determined on case by case basis

### Supervisor Level

- Procedures are clear
- Volume: Medium - High
- Financial Risk: Moderate – High
- Client Impact: Moderate – High
- Political Risk: Low – Moderate

### Manager Level

- Procedures are complex
- Relating to life threatening need or child concerns
- Volume: Low
- Financial Risk: High
- Client Impact: High
- Political Risk: High

**HAB** related authorities are determined by program administrators.

**BCEA Policy and Procedure Manual → Authorities and Responsibilities and Additional Resources**