

Authority Level Matrix

March 18, 2024

Management teams may delegate policies to specific positions within the authority level at their discretion. 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				
Crisis Supplements (Regular and Hardship)	EAW and CI Specialist	SPVR	MGR	DIR	HASS
Crisis Food (52)	up to \$50 per person per month				
Crisis Clothing (75)	up to \$110 per person per year				
Crisis Furniture (78)	Up to \$750	\$751 - \$1250	above \$1250		
Crisis Utilities (77)	Up to \$500	above \$500 up to \$5000			
Crisis Home Repair (79)	Up to \$750	\$751 - \$1250	above \$1250		
Crisis Shelter (74)	Up to maximum allowed amount as per policy (sum of the maximum support and shelter amounts plus applicable "top-up" amounts)				
Crisis Essential Utilities (80)	Up to \$500	above \$500 up to \$5000			
Crisis Other (50)	up to \$100	\$101 - \$250	above \$250		
Crisis Emergency/Disaster (31 – One Time) by the direction of the ADM only			PPIM		
Emergency/Disaster (76 – Monthly) by the direction of the ADM only					
Case Specific Policies	EAW and CI Specialist	SPVR	MGR	DIR	HASS
Child Protection Concerns at any age			x		
Child under 17 years of age			x		
Child in marriage like relationship			x		
17 & 18 year old applicants if no protection concerns		x			
Confirmed Job Supplement (54)	up to \$250	\$251 - \$1,000			

Authority Level Matrix

Increase Shelter / re-mortgage		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			
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 due to hardship			x		
Funeral Costs	Up to \$5,000		Above \$5,000		
Hardship	EAW and CI Specialist	SPVR	MGR	DIR	HASS
Assets in Excess <3months (N)	x				
Income in Excess <3months (G)	x				
Assets in Excess >3months (N)		x			
Income in Excess >3months (G)		x			
Pending EI (C)	x				
Pending verification of eligibility for EI (C)		x			
Pending income <3months (P)	x				
Pending income >3months (P)		x			
Identity not established < 6months (J)	x				

Authority Level Matrix

Identity not established > 6months (J)		x			
SIN required <6 months (K)	x				
SIN required >6months (K)		x			
Strikes or lockouts (E)	x				
Sponsorship breakdown (L)	x				
Moving Supplements	EAW and CI Specialist	SPVR	MGR	DIR	HASS
In Province Moves (53)	up to \$700	above \$700 up to \$5000			
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		
Moves for confirmed employment anywhere within Canada (65)	up to \$700	above \$700 up to \$5000			
Transportation and living costs for child protection (53)	up to \$500	above \$500 up to \$5000			
Unusual modes of transportation or unusual costs		x			
Transportation to Alcohol and Drug Facilities	EAW and CI Specialist	SPVR	MGR	DIR	HASS
Least expensive mode of transportation to recognized facilities for income assistance and disability assistance recipients	x				
Approving transportation issued under exceptional circumstances		x			
Employment Planning and Exemptions	EAW and CI Specialist	SPVR	MGR	DIR	HASS
Eligibility for PPMB					x
Exempting or suspending the EP for clients who meet the applicable criteria	x				
Completing the EP	x				

Authority Level Matrix

Health Supplements	EAW and CI Specialist	SPVR	MGR	DIR	HASS
Medical transportation local (10)					x
Medical transportation non local (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)				ED Strategic Services Branch	
Medical transportation escort (7) (MGR if outside BC)					x
Extensions to extended medical therapies					x
Equipment purchase & repairs <\$500 (except CPAP)					x
Equipment purchase and repairs \$500-\$1000 (after consulting with HAB)					x
Equipment purchase and repairs >\$500					x
Assessing and purchasing of all CPAP & BiPAP (positive airway pressure) equipment, rentals & repairs					x
Equipment rental <60days (except power mobility)					x
Equipment rental >60days					x
Power mobility rentals					x
Preauthorized optical such as special lenses, tints, frames, and replacement glasses					x
Orthoses - custom					x

Authority Level Matrix

Orthoses - off the shelf <\$100 (no foot orthotics)					x
Orthoses - off the shelf >\$100					x
Health Supplements for Persons with a life-threatening health need	EAW and CI Specialist	SPVR	MGR	DIR	HASS
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
Self Employment Program	EAW and CI Specialist	SPVR	MGR	DIR	HASS
Exemption to renovate SEP participants residence. (for self-employment business purposes)	up to \$5,000		over \$5,000		
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				
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	

Authority Level Matrix

EAW	Employment & Assistance Worker
CI Specialist	Community Integration Specialist
SPVR	Supervisor (e.g.: Assistant, CISB Supervisor, Supervisor, etc.)
MGR	Manager (e.g.: Policy & Program Implementation, Field Services, Business Strategy etc.)
DIR	Director (e.g.: Service Delivery, Performance & Risk Management etc.)
ED	Executive Director
HASS	Health and Specialized Services

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 and CI Specialist Level

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

Manager Level

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

Supervisor Level

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

Director Level

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

Executive Director Level

Financial Risk: Extreme
Client Impact: High - Extreme
Political Risk: Extreme

HASS related authorities are determined by program administrators.

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