

## To Receive Ongoing Assistance

Completing the Monthly Report lets the ministry know you're still in need of assistance. You must also report any changes to your situation since your last request. We use this information to determine your eligibility or the amount of your next income assistance payment.

You may need ongoing income assistance for several reasons:

- » You have not yet found a job.
- » You are attending ministry-approved training or an employability program.
- » Your job pays less than your assistance rate.
- » It has been determined you are unable to work.

**Please note:** If all your family members receive disability assistance, you don't have to fill in the Monthly Report every month. You only have to do so if you have income or a change to report. This includes changes in your family composition, marital status, assets or income. If you leave disability assistance because of earning more than your Annual Earnings Exemption, you should continue to submit a Monthly Report each month. This allows us to reassess your eligibility for assistance without you having to reapply.

## Questions and Answers

### *What will happen if I don't report my changes?*

There are consequences for not completing and reporting changes on your Monthly Report. Consequences include rate reductions or periods of ineligibility for assistance. It is important to correctly report changes to ministry staff. If you do not submit your monthly report by the fifth of the month, we may not be able to process your payment in time. This means you may have to come in and verify your information all over again. To avoid this, be sure to complete the report fully and accurately. Then submit it on My Self Serve or return it to an office by the fifth of the calendar month.

### *How do I get a Monthly Report?*

Using My Self Serve, you can find the Monthly Report online at [myselfserve.gov.bc.ca](http://myselfserve.gov.bc.ca). You can print Monthly Reports from the ministry's website at: [gov.bc.ca/IncomeAssistanceMonthlyReport](http://gov.bc.ca/IncomeAssistanceMonthlyReport). You can also phone or visit an office to get a Monthly Report.

### *What if I have trouble filling in the Monthly Report?*

If you need help, call us toll-free at 1 866 866-0800. You can also visit any Employment and Assistance office.

### *When is the next cheque issue day?*

Cheque issue day is the date marked on your Monthly Report. Generally, cheque issue is on the last Wednesday of the month. A full cheque issue schedule is available at: [myselfserve.gov.bc.ca](http://myselfserve.gov.bc.ca). You can check the status of your Monthly Report through My Self Serve. Or, you can call us toll-free at 1 866 866-0800. Please have your PID/PIN ready when you call.

## For More Information

Visit the government website at:  
[www.gov.bc.ca/sdpr](http://www.gov.bc.ca/sdpr)

Or call the Ministry of Social Development and Poverty Reduction toll-free:

1 866 866-0800

Access income and disability assistance services online at [myselfserve.gov.bc.ca](http://myselfserve.gov.bc.ca).



## How to complete your "Monthly Report"



Ministry of  
Social Development  
and Poverty Reduction

To make sure your payment is available on time, complete the Monthly Report and submit it by the fifth day of the calendar month. For example:

- » If you received a February assistance payment at the end of January, your Monthly Report for March assistance is due by February 5.

You can submit your Monthly Report online through My Self Serve. You can also submit the paper version (form HR0081) by mail or in person to any Employment and Assistance office.

## What You Need to Report

- » All income, earned and unearned, such as:
  - Pension funds, Family Bonus payments, child support and/or spousal support, Child Tax Benefits, Employment Insurance benefits and income tax refunds. Report any money you received during the calendar month since your last Monthly Report submission. This includes any money you didn't declare before. When declaring income, complete all boxes with either a zero or the dollar amount. Don't insert additional lines or leave any lines blank. Provide cheque stubs or pay stubs for verification. Note that you must enter some benefits (e.g., the Canada Pension Plan) on a designated line.
- » Assets: items you own, have received or have sold.
- » Family status: monthly assistance is based on the number of people in your family.
- » Employment: have you gained or lost a job.
- » You are attending schooling or training activities.
- » Change of address, shelter costs or residents in your home. If you have moved, provide a copy of a rent receipt or tenancy agreement for your new address.

## How to File

You can submit your Monthly Report online through My Self Serve. You can also submit the paper version (form HR0081) by mail or in person. If you submit your form online through My Self Serve, you must include all supporting documents. You can do this by attaching electronic documents or clear photos of those documents through My Self Serve or by sending them to us by mail, fax or in person.

If you need to make changes to a Monthly Report that you submitted through My Self Serve, you'll have to use a paper version. This must be an original, signed, Monthly Report with the date(s) and description of the change clearly indicated. You can then send this to us by mail or in person.

If you have a spouse on your income or disability assistance file, you'll need to complete the Monthly Report together. If you complete the paper version of the Monthly Report, your spouse will need to sign the document. If you complete the Monthly Report online, your spouse will need to use their PIN to sign the electronic version.

## An Example

You received your February income assistance on January 24. You now need to request assistance for March:

- » Complete the Monthly Report with information about your January income and changes.
- » Sign and date, as described above.
- » Provide the proper documents for any declared income or other changes, such as a new address.
- » Submit it to an Employment and Assistance office or online by February 5.


We'll review the information and contact you if we need more information. The information you provide determines your eligibility for March assistance. If eligible, you'll receive your March assistance on the cheque issue day at the end of February.

## Remember:

- » Include your name, Social Insurance Number and a phone number where staff can reach you.
- » If submitting a paper version, use a pen to complete the Monthly Report.
- » The information you report must include all changes that happened during the last calendar month. For example, you must report any money you received from January 1–31 by February 5. If your Monthly Report includes incomplete or inaccurate information, we will return it to you. This could delay your assistance.
- » If you are reporting changes, include details in the space provided.

The Monthly Report is a legal document. Ministry staff can verify the information with private, provincial and federal agencies.

You and, if applicable, your spouse must complete all questions. Then you must, sign and date the Monthly Report.



Ministry of  
Social Development  
and Social Innovation

### MONTHLY REPORT

**TO CONTINUE TO RECEIVE ASSISTANCE: COMPLETE THIS FORM AND SUBMIT TO THE MINISTRY BY THE 5TH OF NEXT MONTH, OR ONLINE THROUGH YOUR MY SELF SERVE ACCOUNT (MYSELF.SERVE.GOV.BC.CA)**

**Notice:** Information on this form is collected under the authority of the *Employment and Assistance Act* and Regulation and the *Employment and Assistance for Persons with Disabilities Act* and Regulation and will be used for verification of continuing eligibility for assistance. The accuracy of the information provided on this form will be checked by comparing it against information held by other provincial, federal and private agencies. Collection, use and disclosure of this information is as authorized by the *Freedom of Information and Protection of Privacy Act*. If you have questions about the collection, use or disclosure of this information, contact the ministry.

**Declaration:** I understand that the ministry may disclose this information to verify continuing eligibility for assistance under the above Acts and Regulations. I declare that all of the information provided on this form to the Ministry of Social Development and Social Innovation is true and complete.

APPLICANT 1 SIGNATURE		DATE		APPLICANT 2 SIGNATURE		DATE	
PRINT NAME				PRINT NAME			
TELEPHONE		SOCIAL INSURANCE NUMBER		TELEPHONE		SOCIAL INSURANCE NUMBER	

NEXT CHEQUE  
ISSUE

BENEFIT MONTH	TOTAL ALLOWANCE	SHELTER PORTION	INCOME DECLARED	INCOME DEDUCTED	OTHER DEDUCTIONS	TOTAL CHEQUE
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CASE ID                      CASELOAD

<b>SINCE YOUR LAST DECLARATION:</b>		<b>ARE YOU STILL IN NEED OF ASSISTANCE?</b>	
HAS YOUR FAMILY UNIT RECEIVED OR DISPOSED OF ANY ASSETS? <input type="checkbox"/> YES <input type="checkbox"/> NO		ANY CHANGES TO YOUR SHELTER COSTS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
ATTENDING / ENROLLED IN SCHOOL / TRAINING? <input type="checkbox"/> YES <input type="checkbox"/> NO		ANY CHANGES IN DEPENDANTS OR PERSONS LIVING IN THE HOME? <input type="checkbox"/> YES <input type="checkbox"/> NO	
ARE YOU LOOKING FOR WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO		ANY EMPLOYMENT CHANGES? <input type="checkbox"/> YES <input type="checkbox"/> NO	
HAVE YOU MOVED OR ENTERED A FACILITY? <input type="checkbox"/> YES <input type="checkbox"/> NO		ANY OUTSTANDING WARRANTS FOR YOUR ARREST? <input type="checkbox"/> YES <input type="checkbox"/> NO	

**DECLARE ALL INCOME (Submit proof) ENTER "0" IF NONE**

INCOME DESCRIPTION	AMOUNT		INCOME DESCRIPTION	AMOUNT	
	Applicant 1	Applicant 2		Applicant 1	Applicant 2
EMPLOYMENT INCOME			WORKERS' COMPENSATION		
EMPLOYMENT INSURANCE			PRIVATE PENSIONS (EG: RETIREMENT, DISABILITY)		
SPOUSAL SUPPORT / ALIMONY			TRUST INCOME		
CHILD SUPPORT			OAS / GIS		
WORK/BC FINANCIAL SUPPORT			CANADA PENSION PLAN (CPP)		
STUDENT FUNDING (EG: LOANS, BURSARIES)			TAX CREDITS (EG: GST CREDIT)		
ROOM / BOARD INCOME			CHILD TAX BENEFITS		
RENTAL INCOME			INCOME TAX REFUND		
ALL OTHER INCOME OR MONEY RECEIVED			INCOME OF DEPENDENT CHILDREN		

PLEASE EXPLAIN ALL CHANGES INCLUDING INCOME:

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