

Authority Level Matrix

May 1, 2018

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				
Crisis Supplements (Regular and Hardship) Please note: all the amounts listed below are subject to the yearly maximum crisis amount of Support+Shelterx2 with the exception of crisis essential utilities (Fuel for heating, Fuel for cooking, Hydro and Water).	EAW	SPVR	MGR	DIR	HA
Crisis Food	up to \$20 per person in the family unit				
Crisis Clothing	up to \$100 per individual per year or up to \$400 per family unit per year				
Crisis Furniture	Up to \$750	\$751 - \$1250	above \$1250		
Crisis Utilities	Up to \$500	above \$500			
Crisis Home Repair	Up to \$750	\$751 - \$1250	above \$1250		
Crisis Shelter	Up to the amount specified in Section 4 of Schedule A or Table 2 of Schedule D				
Crisis Essential Utilities		Up to \$500	above \$500		
Crisis Other	up to \$100	\$101 - \$250	above \$250		
Crisis Emergency/Disaster			x		

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Case Specific Policies	EAW	SPVR	MGR	DIR	HA
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	up to \$250	\$251 - \$1,000			
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		
Hardship	EAW	SPVR	MGR	DIR	HA
Assets in Excess <3months	x				
Income in Excess <3months	x				
Assets in Excess >3months		x			

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Income in Excess >3months		x			
Pending EI	x				
Pending verification of eligibility for EI		x			
Pending income <3months	x				
Pending income >3months		x			
Identity not established <6months	x				
Identity not established >6months		x			
SIN required <6 months	x				
SIN required >6months		x			
Strikes or lockouts	x				
Sponsorship breakdown	x				
Moving Supplements	EAW	SPVR	MGR	DIR	HA
Emergency moves	up to \$500	above \$500			
Moves of Furniture	up to \$500	above \$500			
Emergency moves due to physical safety		x			
Funding an escort for a move outside of BC			x		
Moves out of country			x		
Moves out of province to improve living circumstances			x		
Moves for confirmed employment anywhere within Canada	up to \$700	above \$700			
Transportation and living costs for child protection	up to \$500	above \$500			
Unusual modes of transportation or unusual costs		x			
Transportation to Alcohol and Drug Facilities	EAW	SPVR	MGR	DIR	HA

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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	SPVR	MGR	DIR	HA
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				
Health Supplements	EAW	SPVR	MGR	DIR	HA
Medical transportation local					x
Medical transportation no local					x
Medical transportation shelter					x
Medical transportation food					x
Medical transportation for border travel outside BC					x
Medical transportation for non-border travel outside BC					x
Medical transportation in excess of 20 cents/km					x
Medical transportation escort (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

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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
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	SPVR	MGR	DIR	HA
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	SPVR	MGR	DIR	HA
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				

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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	

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

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

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

HA related authorities are determined by program administrators.

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