

IMMEDIATE NEEDS ASSESSMENT *(Updated March 30, 2010)*

In determining whether a need is immediate, applicants will have had to exhaust all personal assets and available income. The key to assessing an immediate need is to determine what has changed in a client's circumstances.

Applicants with immediate needs should be provided an eligibility interview the same day or at least within 1 business day. Employment plan obligations still apply.

If the immediate need item is required before an eligibility interview can be completed, the need should be met without delay through food vouchers, shelter referrals, bus tickets etc.

The Strategic Third Party Assist Referral Team (START) Project, currently in progress (from March 27/09 - September 26/09), conducts third party checks and provides information to frontline staff to assist with the eligibility decisions at the point of entry to assistance.

All applicants, including INAs, who were last in receipt of assistance over 90 days ago or who have never been on assistance must be referred to the START Project.

Note: Applicants returning to assistance within 90 days of a closed file are not referred to START and EAWs retain discretion to waive completion of third party checks if there are no evident assets or income concerns for these applicants.

All applicants should be interviewed to determine if they have an Immediate Need.

Early opening Code 28 is to be used when the file is opened due to an applicant having an immediate need.

Document Reason for the Immediate Need

In all cases where an immediate need is determined, **the reason for the immediate need must be clearly indicated in the intake comments.**

Note either:

- Shelter
- Food
- Medical

If the immediate need is for anything other than the above, clearly explain.
(See Immediate Needs policy for examples of each)

Suggested Questions to Determine an Immediate Need

Other Resources

- Do you have any money or other assets that could be used to meet your immediate needs? (e.g., bank accounts, RRSPs, bonds)

General

- How have you been meeting your needs up to now?

Shelter

- Where have you been staying/living?
- Were you able to pay your rent this month?

<p><i>Suggested Questions to Determine an Immediate Need (continued)</i></p>	<ul style="list-style-type: none"> • Have you attempted to negotiate with your landlord? • Have you received an eviction notice? • Are you awaiting admission, or have you been approved for admission, to a treatment facility? <p>Food</p> <ul style="list-style-type: none"> • What sort of food do you have? • How long will your food last you? • Do you have any special dietary needs? <p>Medications</p> <ul style="list-style-type: none"> • Do you have any medical conditions requiring special care? • Do you have any urgent prescription needs?
<p>Possible Indicators of an Immediate Need</p>	<ul style="list-style-type: none"> • Reliance on community resources such as food banks, transitions houses or emergency shelters to meet basic needs • Homeless and living on the street • Prescriptions required immediately • Court ordered to a recovery home or drug/alcohol treatment facility • Acceptance into a drug/alcohol treatment facility depends on receipt of assistance • A pre-release prisoner • Fleeing an abusive situation
<p>OLR → Application → Immediate Needs → Policy</p> <p>Staff: https://qww.hsd.gov.bc.ca/intranet/meia/online_resource/application/immneeds/current/policy.html</p> <p>Public: http://www.gov.bc.ca/meia/online_resource/application/immneeds/policy.html</p>	