

Employment Related Financial Supports (ERFS) – Client Supports: Decision-Making Checklist

All of the following conditions must be met for the proposed expense to be considered eligible:

- The need for client support is documented (demonstration of financial need)
- Individual expense does not exceed \$2,500; **OR**
- Expense exceeds \$2,500 and prior approval from SSM obtained
- Employer Support expenses used for the client's EAP do not exceed \$3,500; **OR**
- Employer Support expenses exceed \$3,500 and prior approval from SSM obtained
- The expense falls within an eligible expense category (also check applicable category)
 - Technology
 - Short-Term Transportation
 - Work Clothing or Grooming
 - Special Equipment and Supplies
 - Costs Related to Occupational Certification
 - Short-Term Training Costs
 - Emergency/Infrequent Childcare
 - Work Related Disability Supports
 - ERFS Pilot:
 - Mental Health/Interpreter Services/Job Coaching
 - Other (and prior approval from SSM has been obtained)
- Other available sources of funding have been exhausted/ruled out
- Social Assistance has been informed and benefit use has been coordinated, **OR**
- Not applicable as this client is not in receipt of Social Assistance
- Itemized receipt or other proof of payment is uploaded as proof of purchase, and contains at a minimum the following:
 - name of client
 - name of organization/business,
 - EAP number
 - date of purchase,
 - description of item purchased,
 - amount of item (including HST),
 - amount of HST
 - Name of Payor
- Rationale includes the following:
 - Clear evidence of need – Client Stream? Equity-denied group? Evidence why employer or individual could not pay expense themselves or no other source of funding is available.
 - Addressing Employment Barrier – Support is directly tied to client's EAP.
 - Barrier is short-term or temporary not an ongoing systemic barrier.
 - Cost of support is reasonable based on current economic conditions.