

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: H. Ontario Works	Effective Date: July 1, 2009
Topic: 11.Administration	Replaces: November 2004
Subject: 11.1.Payment of Assistance	
Policy No. H.11.1.	Page 1 of 1

POLICY

Authority **OW Act: Sec. 17 and 18**
 OW Directives: Dir. 3.6 and 3.7

METHOD OF ISSUANCE OF ASSISTANCE

All monthly payments to applicants and recipients will be made by Direct Bank deposit however exceptional circumstances will be considered.

Assistance is issued by either Direct Bank Deposit (DBD) or cheque. DBD are issued in only one run, at month end. Whereas cheques can be issued at any point in the month (i.e. new grant in mid-month would require the issuance of a cheque).

PROCEDURE

Normally the payment is made payable to the applicant, except in the following exceptions:

EXCEPTIONS

- 1) Applicants under the age of eighteen **must** have financial assistance made payable to a trustee. (See Section 3.3 - Trusteeship)

- 2) The supplier of the item or service may be paid directly on receipt of an invoice. When the payment is for special items such as eyeglasses or prosthetic appliances, or special services such as dental treatment.

- 3) Under special circumstances, Rent can be forwarded to the landlord via a cheque. (must be in accordance with Pay Direct to Landlord policy). Written consent **should** be obtained from the participant first. (See Section 6.5 - Rent Pay Direct)