



Memorandum

Date: October 31, 2003

To: Directors
Employment and Income
Assistance

From: Pam Goulet, Executive Director
Adult and Children's Programs, and
John Petersen, Executive Director
Employment and Income Assistance
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Subject: **Excess Rent – Unexpected Circumstances**

As many of you are aware, there are sometimes unexpected changes in a participant's circumstances where providing excess rent funds may be required to avoid undue hardship to participants and their families.

These situations may include, but are not limited to, the death of a spouse or child, the sudden breakdown of a marriage or common-law relationship and/or Child and Family Services (CFS) apprehending a dependant child or children. In each of these situations, the individual(s) who are no longer in the home should be removed from the budget. However, there may be a need to continue approving the previous approved rent. Normally, such approvals would be for a period of up to three months, but directors have authority to approve a longer term in exceptional situations. Approval of excess rent, and the number of months approved, should be based on the participant's ability to seek alternative suitable accommodations, given the nature of the unexpected change. Approvals may also consider the recommendations of health care and/or social services professionals (e.g. psychiatrist, CFS social worker) to ensure the best interests of participants and their families are met.

Participants should be advised of their new guideline rental rates, and encouraged to explore affordable alternatives such as Manitoba Housing. Moving costs and security deposits may also be considered for approval in accordance with existing policies.

This Directive is in accordance with section 19.1.1 of the policy manual, which states, in part:

The Director and the designate have the authority to exceed the maximum rent guidelines under exceptional circumstances.