

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: H. Ontario Works	Effective Date: July 2009
Topic: 5. Income and Exemptions	Replaces: November 2004
Subject: 5.10. Canada Pension Assignments	
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## POLICY

**Authority**                    **OW Act: Sec. 7(1), 7(2), 7(3), 13, 16(1) and 19(2)**  
**OW Directives: Dir. 5.2.**

1. In most cases, an assignment is taken while a person is waiting for disability benefits to be confirmed and paid.
2. Benefits are assigned directly to Manitoulin-Sudbury District Services Board.

## PROCEDURE

The assignment of benefits is accomplished through the completion and submission to the Canada Pension Plan, Form C.P.P. 1513, Consent to Deduction and Payment. The assignment must be accompanied by an "Authorization to Communicate information"

It is essential that the applicant completing the form be advised of the terms which apply with respect to the consent.

Each person must be told, therefore, that:

- The consent is required in order to be eligible under Ontario Works.
- The applicant must have applied, or be in the process of applying for C.P.P. Benefits.

**\*\*\*Refer to Policy 5.8. Assignments Overview in this manual for the procedure regarding how assignments are handled.**

### **LIMITATIONS APPLYING TO THE CONSENT**

**The deduction is only made from the initial C.P.P. retroactive payment and cannot, therefore, exceed that amount.** There will be no deduction from the regular monthly cheques issued after the initial C.P.P. retroactive payment.

The amount to be deducted from the C.P.P. Benefit for a month will not exceed the amount of Ontario Works granted for that month and **no deduction** will be made for the months that Ontario Works is not in pay.

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**Example:**

A person is granted C.P.P. retroactive to January on May 1, at a monthly amount of \$275. Ontario Works was granted, effective March 15, at \$424 per month. The total amount of C.P.P. in arrears is \$1100.

Although the person received \$636 of Ontario Works, (1 ½ months at \$424 per month), Manitoulin-Sudbury DSB is entitled to recover only \$412.50, (1 ½ months at the C.P.P. rate of \$275 per month). The participant is entitled to retain \$687.50, (\$1100 - \$412.50).

Manitoulin-Sudbury DSB is expected to list the amount recovered, (\$412.50 in this case), as income on Form 5 - Ontario Works Subsidy Claim.

**SECTION A**

Name of Applicant	<i>Name of person applying for Ontario Works</i>
Social Insurance Number	<i>The Social Insurance Number to be used is that of the C.P.P. contributor.</i>
Address of C.P.P. District Office	<i>Address of C.P.P. Office through which C.P.P. Benefit was applied for.</i>
Date of Application	<i>Date C.P.P. was applied for.</i>
Type of Benefit	<i>Type of C.P.P. Benefit applied for: i.e. Retirement, Survivors or Disability.</i>
Date	<i>Date the Consent was signed.</i>

**SECTION B**

Date of Initial Payment	<i>Date of first payment of Ontario Works.</i>
Amount of Initial Payment	<i>Amount of first payment of Ontario Works.</i>
Amount of Continuing Payment	<i>Amount of continuing payment of Ontario Works. Indicate if it is monthly or weekly.</i>
Date	<i>The date on which the consent is signed by the client and the Case Manager</i>
Signature	<i>Signature of Program Manager or authorized person.</i>

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Address	<i>Address of Manitoulin-Sudbury DSB.</i>
Telephone	<i>Telephone number Manitoulin-Sudbury DSB.</i>
Welfare Agency Code	<i>Agency number assigned to Manitoulin-Sudbury DSB is 1391</i>
Reference Number	<i>Use the Member ID of the applicant.</i>