

**Manitoulin-Sudbury District Services Board  
POLICY & PROCEDURES MANUAL**

Section: H. Ontario Works	Effective Date: July 2009
Topic: 5. Income and Exemptions	Replaces: November 2004
Subject: 5.12.WSIB Assignment	
Policy No. H.5.12.	Page 1 of 2

**POLICY**

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

The following procedure is in place to ensure that payment of assistance made by Manitoulin-Sudbury DSB to persons who have claimed but not yet received Workplace Safety and Insurance Benefits may be reimbursed by the Workplace Safety and Insurance Board to the Manitoulin-Sudbury DSB.

**Note:** As with Employment Insurance Benefits, reimbursement is made directly to the Manitoulin-Sudbury DSB by the Workplace Safety and Insurance Board.

**PROCEDURE**

**\*\*\*Please refer to 5.8. Assignments Overview in this manual for procedure regarding handling of assignments**

**METHOD OF PAYMENT**

The Assignment of Workplace Safety and Insurance Benefits is completed and sent to the local office of the w Workplace Safety and Insurance Board.

**COMPLETION OF ASSIGNMENT FORM**

It is essential that the claim number is accurately transcribed to the appropriate area on the form and the effective date clearly visible. The claimant's name and address must be clearly printed.

The WSIB form must be fully completed before submission to the Workplace Safety and Insurance Board. The following points should be noted.

**CLAIM**

Each accident, for which a worker claims compensation, is assigned a unique claim number. This means that if a participant has made claims for three different accidents, each will have a separate claim number. The number consists of one letter followed by eight digits. Since a person may confuse claim numbers, it would be useful to note the date of the accident and the name of the employer in the space provided at the top of the form. If the claim number is not available, full details are required in this section.

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### **WHEN AN ASSIGNMENT IS APPROPRIATE**

Assignments are appropriate when a person receives short-term Ontario Works while waiting for a decision which could result in a retroactive WSIB.

Specific situations would include:

- awaiting the approval of an initial claim;
- awaiting the decision on an appeal of reduced or cancelled compensation.

### **DETERMINATION OF AMOUNT ASSIGNED**

The amount assigned is the lesser of either the Ontario Works or the WSIB, paid during the period specified in the assignment. For example, a person is entitled to \$600 granted retroactively covering a period of three months. This payment is based on WSIB of \$200 per month. For Example: The client has only been on OW for 2 of the 3 months where WSIB was paid. the client received \$520/month for these 2 OW months. In this case, WSIB would forward \$400 to the Manitoulin-Sudbury DSB and the remaining \$200 to the client. Using the same example, if the client only received \$100/month OW, WSIB would forward \$200 to the Manitoulin-Sudbury DSB and the remaining \$400 to the client. The portion received by the client would not be considered income but assets.

### **REFUSAL OF APPLICANT TO ASSIGN BENEFIT**

If the applicant refuses to sign the WSIB Assignment Form, the Case Manager may refuse assistance or reduce the amount of assistance by the estimated amount of the WSIB.