

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: 5.13.Cancellation/Refusal of Assignment	
Policy No. H.5.13.	Page 1 of 1

POLICY

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

Where an applicant or participant is expecting or has received income that was due or owing for a period of time that assistance was or will be issued, and would have been included as income under Ontario Works, the applicant or participant is required to complete a written agreement to reimburse to the Manitoulin-Sudbury DSB.

Any agreement to reimburse or assignment once completed is irrevocable. If a person refuses to complete an agreement to reimburse or an assignment **they shall be ineligible for assistance.**

PROCEDURE

Note: **All Support Assignments/Directions must be cancelled when a file is terminated or transferred to another Ontario Works office**

- Failure to cancel an assignment would mean that all support payments made to FRO would continue to be directed to the MSDSB instead of going to the participant, in which case the participant must be reimbursed.
- It is strongly recommended that the participant establish Direct Bank Deposit for the Family Responsibility Office prior to the Assignment/Direction being cancelled.

CROSS REFERENCE: SECTION 5.8. Assignments Overview.

CROSS REFERENCE: SECTION 5.9. Family Support.Assignments