

**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: 5.4.Lost or Stolen Cash	
Policy No. H.5.4.	Page 1 of 1

**POLICY**

For Ontario Works families with children or persons pending ODSP we will, by exception only on a one time basis, issue rent money, in accordance with the Ontario Works budget for which they qualify and enter same as an overpayment of the file to be recovered.

**PROCEDURE**

- all cases must be approved by the Supervisor;
- must be assessed on a case by case basis;
- must have explored other avenues available to them, i.e. arrange with landlord to pay on a monthly basis, attempts to borrow money, Healthy Communities Fund etc.
- if stolen, must provide name of police officer that incident was reported to and the number of the incident report;
- if missing cash is for food, give a list of food banks in the area;
- do not replace cash for ODSP recipients; however they can be referred to the food banks.
- consider funds from the Healthy Communities Fund initiative.
- Second occurrences should be referred to the E.R.O.

**CROSS REFERENCE: SECTION 2.1.- Intake Guidelines.**