

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

Section: H. Ontario Works	Effective Date: July 2009
Topic: 6. Calculating Assistance	Replaces: November 2004
Subject: 6.9. Heating & Utilities Costs	
Policy No. H.6.9.	Page 1 of 1

POLICY

Authority **OW Act: Sec. 5**
 OW Directives: Dir. 6.3

See directive listed above.

PROCEDURE

- The Case Manager will input the actual fuel costs.
- Electric heat will be allocated as 70% for heat/fuel and 30% for utilities.
- Fuel Season: based on seven (7) months or twelve (12) months of equal billing. For cases on seven month fuel season, reports are provided in Sept and April in order to review start and end dates of the fuel season in SDMT.
- Once the energy source has been separated into the fuel and utility components, the Case Manager must enter the fuel allocation in the "fuel" section of Accommodation page in SDMT. Likewise, the amount allocated for utilities must be added to any existing utility amount and the total placed in the "utilities" field.