

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: H. Ontario Works	Effective Date: July 2009
Topic: 6. Calculating Assistance	Replaces: November 2004
Subject: 6.2. Long Term Care Facilities	
Policy No. H.6.2.	Page 1 of 1

<b>POLICY</b>
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**Authority**                      **OW Act: Sec 2 and 7**  
   **OW Directives: Dir. 6.7, 6.8 & 6.9**

A person who resides in a long term care facility such as a nursing home or other similar residence will have his/her basic needs and shelter provided by the owner of the facility. An applicant will not be entitled to receive either the basic allowance or the shelter allowance. However, the person may be eligible to receive a Personal Needs Allowance (PNA), to cover other essentials.

<b>PROCEDURE</b>
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The Case Manager is to proceed using the following steps:

1. a referral is received;
2. an appointment is made to complete the application;
3. the Case Manager will assess the applicant's eligibility for Ontario Works. Assets, income, sponsorship, etc. will be reviewed. The caseworker will only be assessing eligibility for the PNA. The monthly entitlement for PNA is \$125 minus any chargeable income.

**If applicant is eligible for P.N.A. through Ontario Works:**

4. an active file will be set up;
5. the recipient will be referred to ODSP

**If applicant is not eligible for the PNA:**

6. the Ontario Works Case Manager will instruct the person to call the local Ontario Disability Support Program at 1-800-461-1167 or (705) 564-4515.