

Documents



November 1, 2020

- **Submit Form A** – Reporting Form
- Submit **financial information** for past 31 days



November 30, 2020

- **CRA Notice of Assessment**
- **GST Notice**
- **Canada Child Benefit Notice**, if applicable



December 1, 2020

- **Continue to submit Form A** – Reporting Form and financial information



December 11, 2020

- Apply early for January 2021 – **Submit Form A**



January 15, 2021

- **Bank Statements**
from March 1, 2020 to September 30, 2020
- **Pay stubs**
from March 1, 2020 to September 30, 2020

ECE Regional Service Centres

Beaufort Delta – Inuvik

106 Veterans Way
Phone: 1-867-777-7365
Toll Free: 1-855-283-9311
Fax: 1-867-777-7218

Dehcho – Fort Simpson

9802 98th Avenue
Phone: 1-867-695-7338
Toll Free: 1833-955-7338
Fax: 1-867-695-7351

North Slave – Yellowknife

5019 52nd Street
Phone: 1-867-767-9356
Toll Free: 1-866-768-8145
Fax: 1-867-873-0423

Sahtu – Norman Wells

#106 1A Raven Road
Phone: 1-867-587-7159
Toll Free: 1-866-814-9840
Fax: 1-867-587-2612

South Slave – Fort Smith

195 McDougal Road
Phone: 1-867-872-7425
Toll Free: 1-833-926-2110
Fax: 1-867-872-4507

South Slave – Hay River

8 Capital Drive
Phone: 1-867-874-5050
Toll Free: 1-833-926-2110
Fax: 1-867-874-5062



Government of
Northwest Territories

Income Assistance

COVID-19 Measures



Productive Choices



All applicants will continue to be enrolled in the **Wellness: Self-Care Productive Choice**.

Applicants will not need to sign a productive choice agreement or be required to report monthly on their productive choice.

All NWT residents are encouraged to continue practicing physical distancing and self-care in an effort to reduce the spread of COVID-19.

Seniors/Elders and Persons with Disabilities do not have to participate in Productive Choices.

Income



Earned Income

As of November 1, 2020 you will be required to report **all earned income** each month. Earned income will continue to be counted in your monthly assessments and all available exemptions will apply.

Note: All Income Assistance applicants who received earned income between March 1, 2020 and October 31, 2020 will be required to provide pay stubs or verification of earned income no later than January 15, 2021 to continue to receive benefits.

Unearned Income

As of November 1, 2020 all unearned income, known as gifts, from family and friends will be counted in your monthly assessments. You will be required to declare this income when you apply.

Also, the **NEW** Canada Recovery Benefits for Workers will be counted in your monthly assessments. These benefits include:

- Canada Recovery Benefit
- Canada Recovery Sickness Benefit
- Canada Recovery Caregiving Benefit

Note: Applicants will be required to provide verification of all income received each month.

Reporting



Applicants are encouraged to discuss with their Client Services Officer what their reporting requirements will be as of November 1, 2020. Reporting will either be required on a monthly basis or for those that are being payrolled, either on 3, 6 or 12 month periods.

Monthly Reporting

Applicants will be expected to provide a completed Form A - Reporting Form **each month**, along with all supporting documents such as bank statements, pay stubs, utility invoices etc. to their Client Services Officer to receive benefits.

Note: Applicants with an expired Statement and Authorization will be required to submit a completed Application for Income Assistance.

Payroll

Applicants who qualify for payroll will be contacted by their Client Services Officer and must complete a Payroll Reporting Agreement.

New Applicants

New applicants will be required to submit a completed Application for Income Assistance along with supporting documents as required by their Client Services Officer.