



Nisga'a Lisims Government

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NISGAANATION.CA

### Social Assistance File Checklist for Program Reviews

Client Name: \_\_\_\_\_

Reference #: \_\_\_\_\_

Spouse Name: \_\_\_\_\_

Family Unit size: \_\_\_\_\_

Basic Support Maximum: \_\_\_\_\_

Shelter Maximum: \_\_\_\_\_

Category:     Employable         DBL I         DBL II         Hardship

Document	Yes	No	N/A	Comments
Social Assistance Application				
Budget & Decision Form				
Identification – Adults (2 each)				
Identification – Dependents (1 each)				
Shelter / Tenancy Agreement				
Pay stub (last 2 if applicable)				
Employment Insurance consent form or documentation				
Consent to Release of Information				
CRA Consent to Release or Notice of Assessment				
DBL I Form				
DBL II designation letter				
Special Needs – Diet (confirmation letter from physician or Registered Nurse)				
Special Needs – application, quotes, receipts				
Monthly Renewal Declarations (for all months receiving SA)				
Roadmap to Independence or equivalent				
Case notes				
Request for Administrative Review				
Bank Statement				
Other: (Specify)				

Comments: