

Note – The designated administrator must read the *Quick Reference Tool for the Designated Administrator* before signing section 4 of this form.

**Section 1 - Identification of adult or adults**

Last and first names	File number
Last and first names	

**Section 2 - Request and consent**

I request that the financial assistance granted to me by virtue of the Individual and Family Assistance Act be administered by a third party, for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

I consent to the administration of this financial assistance by the person, body or institution designated in Section 4 of this form. I have been informed that I may withdraw my consent, in writing, at any time.

\_\_\_\_\_

Date Signature of adult Date Signature of adult

**Section 3 - Incapacity to give consent**

**A) Attestation d'incapacité**

Cette partie doit être remplie et signée par un professionnel ou un technicien spécialisé d'un établissement du réseau de la santé et des services sociaux en cas d'incapacité de l'adulte ou des adultes à donner son consentement.

Je soussigné, \_\_\_\_\_, agissant à titre de, \_\_\_\_\_ atteste que

Nom de la personne Profession

\_\_\_\_\_

Nom de l'adulte ou des adultes

est incapable (sont incapables) de consentir à l'administration de l'aide financière pour les motifs suivants : \_\_\_\_\_

\_\_\_\_\_

Date Signature Nom de l'organisme ou de l'établissement

\_\_\_\_\_

Adresse de l'établissement ou de l'organisme Téléphone

**B) Consent of representative**

This part must be completed and signed by a representative of the adult/adults unable to give his/her/their consent to the administration of the financial assistance. The representative may not be the person or the member of the personnel of the body or institution who attested to the adult's/adults' incapacity in Part A, above.

I, the undersigned, \_\_\_\_\_ as the representative of \_\_\_\_\_

Name of representative Name of adult/Names of adults

\_\_\_\_\_

Name of adult/Names of adults Spouse, relative, friend, etc.

hereby consent, in my capacity as \_\_\_\_\_

to the administration by the designated administrator of the financial assistance granted to said adult/adults by virtue of the *Individual and Family Assistance Act*. I have been informed that I may withdraw my consent, in writing, at any time.

\_\_\_\_\_

Date Name of representative (please print) Signature of representative

Address of representative:  same as adult's/adults' or: \_\_\_\_\_

Representative's telephone number:  same as adult's/adults' or: \_\_\_\_\_

**Section 4 - Designation and obligations of administrator**

**A) Designation of administrator**

The Ministère de l'Emploi et de la Solidarité sociale reserves the right to terminate the administrator's designation at any time, in particular due to a failure to meet his or her obligations.

\_\_\_\_\_, domiciled at \_\_\_\_\_

Name of person Address

is hereby designated as the administrator of the financial assistance granted to the adult/adults named at Section 1.

\_\_\_\_\_

Date Name of socioeconomic aid officer (please print) Signature of socioeconomic aid officer

\_\_\_\_\_

Telephone Extension

**B) Obligations of administrator**

I, the undersigned, \_\_\_\_\_, hereby confirm that I have read the obligations set forth in the *Individual and Family Assistance Regulation* (CQLR, chapter A-13.1.1, r.1), shown on the reverse side and agree to comply with them. I also confirm that I have read the *Quick Reference Tool for the Designated Administrator*. I therefore promise faithfully to fulfil my role of administrator for the adult/adults indicated above. Among other things, I agree to:

- Use the financial assistance in a reasonable way, for the sole benefit of the adult or family for whom it is granted, and not derive any direct or indirect personal benefit from said assistance
- Fulfil my duties free of charge
- Manage the financial assistance that I administer distinctly and in such a way as to identify, verify the existence of and justify the use of aid assistance, by depositing the amounts received in a separate account, using direct deposit, bank statements, etc.
- Take the measures necessary to respect the liquid asset amounts indicated in the Regulation
- Inform the Ministère de l'Emploi et de la Solidarité sociale if I am prevented by circumstances from continuing to fulfil my duties
- Keep the supporting documents for the expenses paid with the financial assistance and, on request, submit a report on the administration of this assistance. The report must be a book of account if the designated administrator is a body or an institution.

\_\_\_\_\_

Date Name of designated administrator (please print) Signature of designated administrator

Address of designated administrator:  same as in Section 3 or: \_\_\_\_\_ Téléphone : \_\_\_\_\_

## NOTE

The main legal provisions applying in cases where a beneficiary's financial assistance is administered by a third party are found below. Please read the *Quick Reference Tool for the Designated Administrator* for more information.

### INDIVIDUAL AND FAMILY ASSISTANCE ACT (the "Act")

#### Section 34

When, due to particular circumstances or in view of their past conduct in the administration of property, an independent adult or the adult members of a family are unable to administer the financial assistance granted to them, the Minister may, subject to the conditions determined by regulation, pay the financial assistance to a person or body designated by the Minister.

The person or body must administer the financial assistance according to the standards prescribed by regulation and report to the Minister on the requisite form.

### INDIVIDUAL AND FAMILY ASSISTANCE REGULATION (the "Regulation")

#### Section 33

The Minister pays financial assistance to a person or body the Minister designates under section 34 of the Individual and Family Assistance Act if the adult or, where applicable, each adult member of the family or the adult's representative agrees thereto.

The designated person or body must administer the financial assistance free of charge.

#### Section 34

The person or body designated by the Minister must use the financial assistance reasonably, solely for the benefit of the adult or family in whose respect the amount is paid, and not derive any direct or indirect benefit therefrom.

If the sums accumulate, they must be invested reasonably considering the amount they represent, the interest being added to the principal.

#### Section 35

The staff of an institution operating a rehabilitation centre, residential and long-term care centre or hospital centre and the persons practising therein may not act as designated persons, except in the case of a person required to provide support to the adult under the Civil Code. The Minister may, however, designate the institution to act as a designated body.

#### Section 36

The designated person or body must not use the financial assistance granted by the Minister to pay expenses related to the services that the institution, intermediate resource or foster home must provide as part of its mission or to pay expenses incurred by a person employed by the institution, intermediate resource or foster home.

#### Section 37

The designated person or body may pay the cost of personal services provided by the institution intermediate resource or foster home, without being required to do so, for the adult for whom the financial assistance is administered, insofar as the cost does not exceed the cost normally required for an equivalent service.

#### Section 38

The designated person or body must manage the financial assistance the person or body administers separately for each adult or, where applicable, for each family, in such manner that the financial assistance may be identified and its existence and used justified. In the case of a body or an institution, it must keep a book of account for that purpose and make it available to the Minister.

#### Section 39

The designated person or body must retain the vouchers for the expenses paid using the financial assistance the designated person or body administers and, at the request of the Minister, submit a report on the administration of the financial assistance to the Minister.

### SOCIAL ASSISTANCE PROGRAM

#### Regulation, Section 131

For the purpose of calculating a benefit, liquid assets are excluded up to the following amounts: \$1 500 in the case of an independent adult, the family of an ineligible students' spouse or an adult who is a minor sheltered with her dependent child, and \$2 500 in the case of another family.

### SOCIAL SOLIDARITY PROGRAM

#### Regulation, Section 163

For the purposes of the provisions relating to liquid assets, the amounts in section 131 are replaced by an amount of \$2 500 in the case of an independent adult, the family of an ineligible student's spouse or an adult who is a minor sheltered with her dependent child, and an amount of \$5 000 in the case of another family.

### BASIC INCOME PROGRAM

#### RAPF, art. 177.99

For the purposes of calculating the basic income, the liquid assets of an adult are excluded up to an amount of \$20,000.

### PROTECTION OF PERSONAL INFORMATION

The Ministère de l'Emploi et de la Solidarité sociale requires the personal information that it gathers in this form in order to carry out its duties and functions. Access to the information is restricted to the persons who are authorized to consult it as part of their employment duties. Failure to provide information could result in the refusal of your application. You are entitled to be informed about the information concerning you held by the Ministère, to receive such information and to request corrections by contacting the person in charge of access to documents and protection of personal information.