For Further Information

You can contact your local employment centre (CLE) officer or the Bureau des renseignements et plaintes of the Ministère de l'Emploi, de la Solidarité sociale et de la Famille at the following numbers:

- If you live in the Québec City area
  (418) 643-4721
- Elsewhere in Québec, toll-free
  1-888-643-4721

www.messf.gouv.qc.ca

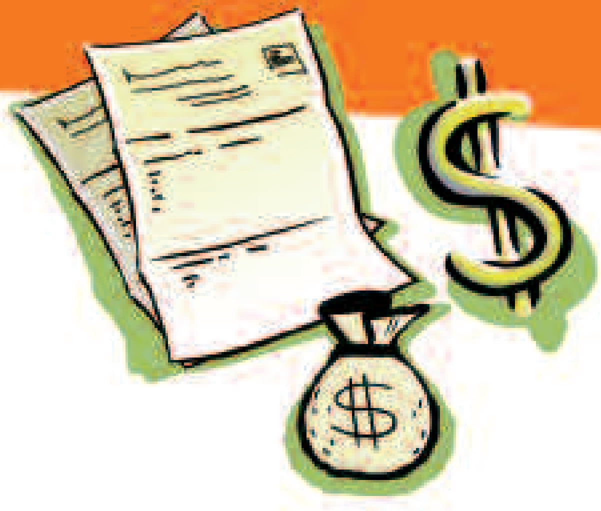
Note

This document is for information purposes only and may not be used for legal interpretation. It does not replace the provisions of applicable laws and regulations. The information contained in this document was updated in **January 2005.**

Emploi, Solidarité sociale et Famille
Québec

A-628 (2005-02)

Employment Assistance



The Benefit

Evaluating your liquid assets (cash and negotiable assets)

Québec

Your Liquid Assets = A Resource

When you apply for financial assistance under the Employment-Assistance Program, the Ministère de l'Emploi, de la Solidarité sociale et de la Famille evaluates your resources, including your cash and the value of your assets. These are referred to as your "liquid assets".

Liquid assets are any sums of money or assets negotiable in the short-term (savings bonds, securities, debts due, term deposits, etc.) owned by you or your family. Your liquid assets are considered in the Department's decision to approve or reject your application for assistance and to calculate your benefit, if applicable.

Some liquid assets, however, are excluded from the calculation of employment-assistance benefits. Under the *Regulation respecting income support*, these amounts may be fully or partially excluded for a limited or unlimited period.

Your liquid assets are considered:

- **to determine your eligibility for the Employment-Assistance Program;**
- **to calculate the amount of the benefit you will be granted for the month in which you apply (month of application);**
- **to calculate the amount of your benefit for subsequent months, if you are eligible for the Employment-Assistance Program.**

How Liquid Assets Are Considered When Eligibility Is Determined

When you apply for employment-assistance benefits, the Department evaluates your eligibility for the month of application. One of the first steps in evaluating your eligibility for last-resort benefits is to check your liquid assets on the date your application is submitted. This is known as the "eligibility test".

The amounts you possess on that date are compared with an amount determined by Regulation (see Table 1) that varies according to your family make-up or your personal status.

However, any outstanding cheques and preauthorized payments intended to pay rent, electricity or heating are deducted from your liquid assets, provided they are cashable in the month in which you apply.

Some exclusions provided for under the Regulation may also apply. For example, some amounts resulting from a class-action lawsuit are not included in the calculation of liquid assets.

Table 1

MAXIMUM LIQUID ASSETS ALLOWED ON THE APPLICATION DATE

ADULTS	MINOR DEPENDENT CHILDREN[1]	MAXIMUM ALLOWED
1	0	$816
1	1	$1166
1	2	$1382 [2]
2	0	$1212
2	1	$1445
2	2	$1661 [2]
Spouse of student		$816 [3]
A sheltered or detained adult, or a sheltered minor with a child		$816 [4]

1. An amount of $121 is added to the basic exclusions for each dependent child who receives a supplement for handicapped children from the Régies des rentes du Québec.
2. An amount of $216 is added for a third dependent child and for each subsequent child.
3. An amount of $233 is added for a first dependent child and $216 is added for each subsequent child.
4. If you are sheltered and your last resort financial assistance has been cancelled due to surplus liquid assets in the last 6 months, you may be eligible for additional amounts if you meet certain criteria.

If you benefit only from claim slips granted for a limited period in order to encourage a return to work and you submit another application for employment-assistance benefits, other amounts are provided for. To be entitled to these amounts, you must meet certain criteria.

If your total liquid assets exceed the amount stipulated in the Regulation, you are not eligible for financial assistance for the month of application and the assistance for the following month will not be determined. This means you must submit a new application. However, this application can be filed only as of the first working day of the month following your first application.

For example, a person who submitted an application for assistance on February 1 and who is declared ineligible for this month due to surplus liquid assets can re-apply only as of the first working day in March.

If the sum of your liquid assets is equal to or less than the amount indicated in the table, your eligibility for the month of application and for the following month is evaluated according to your specific circumstances and your resources.

Example 1

FAMILY OF TWO ADULTS AND ONE CHILD WHO POSSESS LIQUID ASSETS OF $800 ON THE APPLICATION DATE

Liquid assets	$800
Minus outstanding cheques (rent, electricity, heating)	-$500
Liquid assets considered for eligibility test	$300

This family's liquid assets are less than the maximum provided for under the Regulation ($1445); the application will therefore be analyzed. Next, the applicant's eligibility under the Employment-Assistance Program is verified for the month of application and for the following month.

After establishing that your liquid assets do not prevent you from qualifying for the Employment-Assistance Program, the Department then considers them in determining the benefit for the month in which you apply.

How Liquid Assets Are Considered in Calculating the Benefit for the Month of Application

We consider the amount of the benefit that corresponds to your circumstances (based on the number of days remaining in the month of application) minus your resources, including your liquid assets, in particular your gains and income (for example, work income, Commission de la santé et de la sécurité du travail benefits) and relevant benefits for the month. However, we subtract from your liquid assets any income already considered, if applicable. The value of some property may also affect the benefit calculation.

It is possible that an adult or a family admitted to the Employment-Assistance Program might not receive employment-assistance benefits for the month of application. This occurs when total resources (liquid assets, property, income and benefits) are higher than the basic employment-assistance benefit for the adult or family for the month, taking into account the number of days eligible and exclusions applicable to income, property, and liquid assets.

Example 2

INDEPENDENT ADULT WITHOUT EMPLOYMENT LIMITATIONS

Basic benefit (if application is submitted on the 1st of the month)		$560.08
Minus income and property		- $100
	Sub-total:	$460.08
Liquid assets on the date of application	$400	
Minus outstanding cheques (rent, electricity, heating)	- $300	
Minus income already considered	- $50	
Liquid assets considered	$50	-$50
Benefit for the month of application		$410.08

If you are a family with minor dependent children, another amount is subtracted from the liquid assets you possess on the application date to offset the Régie des rentes du Québec's family allowance and the Canada Revenue Agency's National Child Benefit Supplement (NCBS) that you receive for your minor dependent children (see Example 3). This reduction does not apply for sheltered minors with children.

Table 2

AMOUNT SUBTRACTED FROM LIQUID ASSETS

ADULTS	MINOR DEPENDENT CHILDREN[1]	MAXIMUM ALLOWED
1	1	$350
1	2	$566 [2]
2	1	$233
2	2	$449 [2]
Spouse of student	1	$233
Spouse of student	2	$449 [2]

1. An amount of $121 is added to the basic exclusions for each dependent child who receives a supplement for handicapped children from the Régies des rentes du Québec.
2. An amount of $216 is added to the exclusions for each additional minor dependent child.

Example 3

FAMILY OF TWO ADULTS WITHOUT EMPLOYMENT LIMITATIONS, WITH ONE MINOR DEPENDENT CHILD

Basic benefit (if the application is submitted on the 1st of the month)		$858.50
Minus income and property		$0
	Sub-total:	$858.50
Liquid assets on the application date	$800	
Minus outstanding cheques (rent, electricity, heating)	- $500	
Minus amount for minor dependent child	- $233	
Liquid assets considered	$67	- $67
Benefit for month of application		$791.50

Liquid Assets Excluded after the Month of Application

Following the month of application, if you are eligible for the Employment-Assistance Program, you may possess a certain amount of liquid assets and still receive the full benefit applicable. The basic amounts of liquid assets allowed under the Regulation are as follows:

If no adult has a severely limited capacity for employment:

$1500 for an independent adult[1]

$2500 for a family

If at least one adult has a severely limited capacity for employment:

$2500 for an independent adult[1]

$5000 for a family

1. This amount also applies to sheltered minors with their child and to the spouses of students.

If you are a family with minor dependent children, an additional basic exclusion also applies. This amount does not apply for sheltered minors with a child.

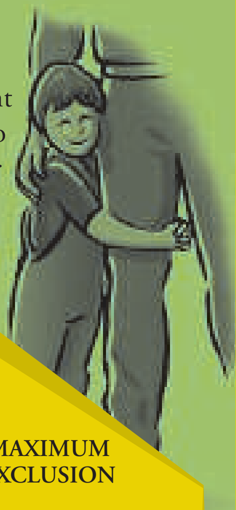


Table 3

ADDITIONAL BASIC EXCLUSION APPLICABLE TO LIQUID ASSETS

ADULTS	MINOR DEPENDENT CHILDREN[1]	MAXIMUM EXCLUSION
1	1	$350
1	2	$566 [2]
2	1	$233
2	2	$449 [2]
Spouse of student	1	$233
Spouse of student	2	$449 [2]

1. An amount of $121 is added to the basic exclusions for each dependent child who receives a supplement for handicapped children from the Régies des rentes du Québec. Another $147 is excluded for each dependent child of full age who is studying the regular curriculum in a general education secondary school.
2. An amount of $216 is excluded for each additional minor dependent child.

If Your Liquid Assets Exceed the Maximum Exclusion

Liquid assets that exceed the maximum excluded under the Regulation are considered surplus liquid assets. If you have any surplus liquid assets on the last day of the month, your benefit for the following month could be affected.

Saving or spending surplus liquid assets

If you save your surplus liquid assets (the amount that exceeds the maximum to which you are entitled) on the last day of the month, they will be included in the calculation of your employment-assistance benefit for the following month. Your benefit will be reduced by the amount of your surplus liquid assets. In some cases, your benefit could be cancelled.

It is critical that you inform your CLE officer of any surplus liquid assets, otherwise a claim could be issued for the repayment of benefits overpaid. Note that you must not squander or cede your liquid assets and you must dispose of them reasonably and responsibly, otherwise your benefit could be refused, reduced, cancelled or reclaimed.

Inform your officer and keep your receipts

If your have surplus liquid assets, it is important to inform your CLE officer, who will give you the relevant information required.

It is also important to save or give to your officer all documents indicating the source of any amounts received other than employment-assistance benefits, such as the sales contract for an item, a statement from a financial institution indicating the withdrawal of an RRSP, or your bank book.

Keep your receipts and other documents showing how you spent your surplus liquid assets, since your CLE officer may ask for them.