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	Instructions	HOME VISITS	2-4
Effective: February 1, 1995		Authorized By:	Page: 1 of 1
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PURPOSE

1. To ensure a home visit whenever continuing assistance is granted.

PRINCIPLE

2. A worker should have as complete a picture of a client's situation as possible.
3. Office visits for the purpose of making the initial application are first impressions only and probably are not the most reliable indicators of the client's long-term needs, unmet needs or best interests.
4. Requests for special need items may best be assessed in the context of the client's physical environment.

POLICY

5. A home visit is required in all cases except "emergency" requests for Social Assistance.
6. Home visits are to be conducted as soon as practicable by the assigned worker. Home visits by the Intake worker may also be appropriate at the request of the client or to facilitate a more complete Intake assessment.
7. When a client refuses to allow a worker entry to his/her home, or where a worker, for any reason, feels threatened, the worker is to withdraw from the interview and leave the home. Any difficulties encountered should be documented in the applicant's file.

PROCEDURE

8. Any difficulties encountered in conforming with the home visit expectation should be reported to the appropriate supervisor.

CROSS REFERENCE

- 2-1 Application for Assistance - General
- 2-2 New Applications
- 2-3 Application/Reviews