

Subject: Submitting Annual Notice of Assessment

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BACKGROUND:

Under section 15(1)(c)(i) of the *Income and Employment Supports Act*, Income Support (IS) clients are required to access all sources of income and entitlements before they are eligible for IS. Filing an annual income tax return with the Canada Revenue Agency (CRA) ensures clients have applied for and are accessing all forms of federal benefits they may be entitled to receive (e.g. GST Credit, Canada Child Benefit, Disability Tax Credit, etc.).

INTENT:

The policy reflects that filing annual federal income tax with the CRA is required as part of determining and maintaining eligibility. The Notice of Assessment (NOA) that a person receives after filing income tax will be used for substantiation.

POLICY:

The following policies have been updated:

[Annual Review](#)

[Career and Employment Consultant](#)

[Client Responsibilities](#)

[Substantiation and Verification](#)

[File Review Checklist Completion Instructions](#)