
Job Start Supports – Checklist

- All clients accessing Job Start supports must meet Basic eligibility:
 - Unemployed and legally eligible to work in BC
- Any items related to meals are not an eligible job start support. This includes thermoses, lunch kits, reusable containers or utensils
- Client must complete the financial needs assessment process by completing a **Client Financial Assessment Worksheet** and include all household income and expenses to determine financial eligibility. This includes shared portion of rent and not total cost.
- Please complete the attached Client Services Application (HR3691E)
- If your employment requires Drug and Alcohol Testing, no job start supports will be provided until we receive confirmation that you have successfully passed
- Clients will not receive any financial supports directly in any monetary form (cash, cheque, direct deposit)
- Client must provide a valid Social Insurance Number (SIN)
- Client must provide proof of identity document (BCDL, BCID, Passport, etc.)
- Client must provide evidence of a confirmed job offer that includes the job start date and the need for specific job start items – employer letter, email or other substantive verification (e.g., some form of confirmation on documents with company letterhead). As well as position, wage and hours worked per week. **No job start items will be provided unless adequate employment verification is received.**
- Please note that ONLY ITEMS LISTED on the employment verification will be considered for funding. If the item is not listed, the item will not be provided. Clients may also have to pay for a portion of their job start items if entire cost is not covered.
- Client will be asked to sign a consent form to authorize Kitimat WorkBC - KCSS to contact employer for confirmation if adequate proof of employment is not provided
- Client must provide a quote for the required job start items from an approved Business – Trigo's, Treen Safety, Suijitra's Suds & Seams, Mark's Work Warehouse

- Please have all of the required documents that are listed in this checklist ready for a Case Manager to review your application to ensure all items that are required by the Provincial Government are attached. Your application will then be reviewed to determine if you are eligible. When you have all the required items, please call the office at 250-632-6581 to make arrangements to drop them off.
- Completion of the application does not guarantee approval
- Please note that financial supports that are available through Work BC are a last resort means and it is expected that all clients will have explored their options to obtaining job start items (IE: asking a friend; using work gear that you already own etc).

Note: Financial Supports may require 2-3 business days to process