

**MINISTRY OF HEALTH  
HOME AND COMMUNITY CARE**

**CSIL EXPENSE GUIDELINES**

**June 2023**

## Choice in Supports for Independent Living (CSIL) Expense Guidelines

Home and Community Care Policy 4.C.3, CSIL Administration, describes health authority and CSIL employer responsibilities including items and costs that CSIL funding is meant to cover.

These guidelines provide more detail about the use of CSIL funds. If there is no stated cost range associated with a particular expense, common sense prevails. Health authorities may question CSIL employers about costs that seem inappropriate relative to the expense item.

Annual expenses may be listed as monthly payments. This is for convenience and budget planning purposes only and is not indicative of a monthly restriction.

Miscellaneous expenses that are not listed below may be considered by the health authority. CSIL employers should consult with the health authority to obtain prior approval before arranging such expenses.

Information is also available in the CSIL Educational Materials (<https://sci-bc.ca/resource-centre/choice-supports-independent-living/>).

CSIL Employers are expected to follow best business and payroll practices as set out by the Canada Revenue Agency. For more information, please visit the following resources:

- Payroll – <https://www.canada.ca/en/revenueagency/services/tax/businesses/topics/payroll.html>
- Small business information – <https://www.canada.ca/en/revenue-agency/services/tax/businesses/small-businesses-self-employed-income/checklist-small-businesses.html>

### 1. Wages and benefits (vacation pay, CPP, EI, health & dental benefits, sick pay)

#### Mandatory

- Wages – range depending on current funding per hour, minus employer cost (i.e., CPP, EI, vacation pay and other expenses);
  - the hourly rate will be reduced based on other benefits and expenses; and
- statutory deduction to Canada Revenue Agency (CRA) and WorkSafeBC – range based on wages.
- after 90 days of employment, employees can take up to 5 paid sick days and 3 unpaid days of job-protected leave per calendar year.

#### Optional

- Medical premiums (MSP) – based on current government monthly rates either per person or for a family of two adults. Premium assistance is available through Health Insurance BC for annual income under \$42,000;
- extended medical and dental benefits - premium;
- shift premium for extraordinary circumstances on a particular day of \$1.00 per hour to a maximum of \$100 per month;
- cost of education for professional development that is related to the scope and function of the CSIL employee or the care of the CSIL employer:
  - Range: Up to a maximum of \$300 per new employee or in consultation with the health authority.
  - 10-25 hours per new employee or two 24-hour shifts, if live-in;

- current employees may provide training which means that the CSIL employer must pay the trainee as well;
- Criminal record Checks- may choose to conduct with employer's local RCMP/police, Justice Institute or any authorized agency that provides this service.

**2. Accounting:** Up to a \$300 maximum (includes GST) per month.

- bookkeeper or payroll service expenses to assist with managing funds and financial reporting if necessary;
- accounting software and/or bookkeeping services and associated expenses (i.e., consultant's fee for setting up an efficient accounting system at home, software upgrades, consultation for technical and/or accounting support);
- bookkeeping costs for year-end tax preparations;
- one-time expense if the health authority or an outside agency (i.e., CRA, WorkSafeBC) request an audit. The CSIL employer must notify the health authority of the audit in advance of paying the expense and negotiate a reasonable amount. An estimate from a bookkeeper may be required;
- up to \$200 for a fax machine and/or scanner and/or printer.

*Note: Full services include the preparation of employee deductions, submissions to the CRA, WorkSafeBC and any other expenses, preparation of cheques and pay slips, monthly reporting to the health authority, completion of year end T4 statements and preparation of record of employment.*

*Partial services may include any of the above as employers may choose to do any of these tasks on their own.*

**3. Bank Charges:** Up to a \$40 maximum per month

- exceptions to the maximum will be made for the cost of purchasing cheques as long as a receipt is provided.
- fees vary depending on the type of account and number of transactions (i.e., debit, cheques, bank withdrawals, email transfers, direct deposits etc.) made per month. Some banks charge per transaction. Others have a flat monthly fee for unlimited transactions.

**4. Administrative Expenses:** Up to \$400 per year

- office supplies such as printer ink, file folders, labels, paper, photocopying, stamps and envelopes;
- one-time expense up to \$50 for storage units or mini-filing cabinets for securely storing documents and personnel information that must be kept for 7 years.

**5. Advertising:** Range: \$200-\$1500 per year

- each advertisement in a newspaper is around \$150-\$250;
- employers will be able to place 6-7 advertisements per year on average;
- membership cost in an attendant pool or website service;
- many sites are free (see education modules for further information).

## **6. Recruitment Facilitation:**

- up to \$200 per month for employers who require assistance in recruiting employees, to hire a facilitator (with human resources expertise) to help with the recruitment and other supervisory needs (includes interviewing, evaluation, on-going employee management, etc.);
- up to \$500 per employee finder's fee for agencies to reduce or replace advertising cost (one-time expense per year).

## **7. Safety Items:**

- \$50 (one-time expense) – First Aid Kit;
- – an amount up to \$50 maximum per month - supplies required for universal precautions and safety such as disposable gloves, masks, hand sanitizer, and first aid kit replenishment; Exceptions to the maximum may be made when approval from the health authority is obtained.
- \$30-\$50 per employee as required back support or transfer belts;
  - number of transfer belts depend on the size range of the employees;
  - may need to be replaced when worn out.(Recommend seeking professional advice before purchase of any new equipment)

Note: If client is in receipt of disability income assistance from the Ministry of Social Development and Poverty Reduction (SDPR), SDPR may pay for gloves as a health expense.

## **8. Food**

- up to a maximum of \$360 per month (taxable benefit) for live-in employees.

The Employment Standards Regulation defines a “live-in home support worker” as a person who:

- (a) is employed by an agency, business or other employer providing, through a government funded program, home support services for anyone with an acute or chronic illness or disability not requiring admission to a hospital; and*
- (b) provides those services on a 24 hour per day live-in basis without being charged for room and board.*

## **9. One-on-One Support in Hospital for up to one month:**

In addition to nursing and medical care, some clients may require other support during hospital stays. When appropriate and with prior health authority approval, CSIL employers may use CSIL funds to pay a worker to provide extra in-hospital support for up to one month to augment available hospital services for the client.

## **10. Alternative Decision Makers**

### **a. Client Support Group Incorporation**

- \$30 (one-time expense) – name reservation;
- \$135 (one-time expense) – incorporation of the CSG Society;
- \$40 per year – annual reporting fee;
- \$15 per transaction – changing directors or address as needed.

### **b. Representation Agreements for Managing CSIL**

- \$50 (one-time expense) – Nidus set-up fee [http://www.nidus.ca/?page\\_id=8303](http://www.nidus.ca/?page_id=8303)

## 11. Severance

- In order to mitigate severance pay, a CSIL employer is required to provide their employee with written notice as soon as possible but no later than the provisions of the Employment Standards Act (ESA).
- The CSIL employer will notify the health authority as soon as possible if an employee has initiated legal action in relation to the termination of their employment. Failure to notify the health authority may impact the health authority's decision to fund severance.
- Severance, in accordance with the provisions of the ESA, is an allowable expense to be paid from the one-month surplus. The health authority may approve any further severance amounts in the following circumstances:
  - If the health authority agrees that through no fault of their own\* a CSIL employer cannot provide the employee with adequate written notice and the severance payment is greater than the surplus, the health authority shall fund the difference.
  - If a severance payment is a result of legal action and is greater than the surplus, health authorities, on a case-by-case basis, shall consider funding the difference. Any discussions and/or negotiations about such funding will be on a without prejudice basis.

\*Examples that qualify as “no fault of their own” include:

- When a CSIL employee is terminated out of concern for the CSIL client's personal safety;
- Upon death of the client.

Examples that do not qualify as “no fault of their own” include:

- Habitual termination of CSIL employees.
- Failure of the CSIL employer to notify the health authority as soon as possible of a pending move, legal action or known termination of the CSIL contract.

### **Non-Allowable Expenses including, but not limited to:**

- homeowner or tenant insurance;
- automobile insurance;
- supplies and equipment not in the allowable list;
- food costs for a caregiver that is not a live-in;
- spring cleaning-type expenses such as carpet cleaning;
- medical supplies;
- transportation costs for worker;
- paying worker before they have earned money;
- medical equipment and/or repairs to equipment;
- computer, computer repairs;
- ramps, lifts, home renovations;
- late payment to CRA or WorkSafeBC, courier expenses if sending rush documents to the health authority, and charges for NSF cheques;
- bathroom products (soap, facial tissue, toilet paper, moisturizing cream); and
- annual general meeting supplies and refreshments.