

**Ministry of Finance**  
**BRIEFING DOCUMENT**

**To:** Lori Wanamaker  
Deputy Minister

**Date Requested:** Nov. 13, 2020  
**Date Required:** Nov. 17, 2020

**Initiated by:** Lori Wanamaker  
Deputy Minister

**Date Prepared:** Nov. 14, 2020

**Ministry Contact:** Richard Purnell  
Senior Executive Director  
Tax Policy and Intergovernmental  
Fiscal Relations Branch

**Phone Number:** 778-698-5864  
**Email:** [Richard.Purnell@gov.bc.ca](mailto:Richard.Purnell@gov.bc.ca)

**Cliff #:** 396819

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**TITLE:** BC Recovery Benefit – Eligibility of individuals receiving income or disability assistance

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**PURPOSE:**  
**(X) DECISION REQUIRED**

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**DATE PREPARED:** November 14, 2020

**TITLE:** BC Recovery Benefit – Eligibility of individuals receiving income or disability assistance

**ISSUE:** What specific eligibility rules to apply for individuals receiving income assistance or disability assistance.

**BACKGROUND:**

The BC Recovery Benefit (BCRB) provides a one-time payment of up to \$1,000 for families and \$500 for single people. It is anticipated that applications for the BCRB will start being accepted in mid-December and will end on June 30, 2021.

Numerous decisions on the structure of the payments, including a decision to provide payments to individuals receiving income or disability assistance, were made on November 2, 2020 (CLIFF #396482). s.13

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Individuals who are on a number of SPDR programs other than income and disability assistance are also eligible to receive the \$300 dollar crisis supplement. These programs are:

- hardship assistance
- the comforts allowance, and
- BC Seniors' Supplement.

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**DISCUSSION:**

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Finally, excluding income and disability assistance recipients from the BCRB may relieve some pressure on front-line staff at ServiceBC, who would have been expected to help income and disability assistance recipients with their BCRB applications.

Regardless of the approaches decided in this note, SDPR will subsequently need to make decisions about whether to include the BCRB when income-testing eligibility for assistance in the future.

#### *GBA + Highlights*

Single males are the largest population to receive both income and disability assistance, followed by single females. On average, there are around 55,000 single men on disability assistance versus around 40,000 single females every month, and 18,000 single men versus 10,000 females for income assistance.

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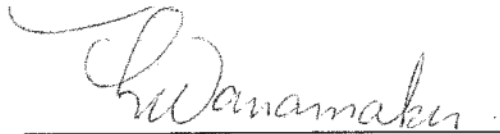
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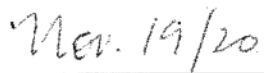


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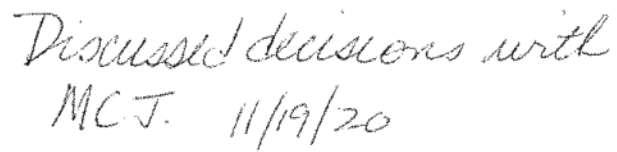
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Lori Wanamaker  
Deputy Minister of Finance



Date



**Ministry of Finance**  
**BRIEFING DOCUMENT**

**To:** Honourable Selina Robinson  
Minister of Finance  
**Date Requested:** November 30, 2020  
**Date Required:** December 1, 2020

**Initiated by:** Honourable Selina Robinson  
Minister of Finance  
**Date Prepared:** December 1, 2020

**Ministry Contact:** Andrew Lee  
Strategic Advisor  
Tax Policy and Intergovernmental  
Fiscal Relations Branch  
**Phone Number:** 778-698-8398  
**Email:** Andrew.T.Lee@gov.bc.ca

**Cliff #:** 396995

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**TITLE:** Providing the BC Recovery Benefit to income and disability assistance recipients

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**PURPOSE:**  
**(X) DECISION REQUIRED**

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**DATE PREPARED:** Dec. 1, 2020

**TITLE:** Providing BC Recovery Benefit to income assistance and disability assistance recipients.

**ISSUE:** Whether to allow income and disability assistance recipients to receive the BC Recovery Benefit while reducing their \$300 per month supplement.

**BACKGROUND:**

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Income and disability assistance recipients now receive a temporary \$300-per-month crisis supplement, unless they receive federal assistance (i.e. Employment Insurance, the Canada Emergency Response Benefit, the Canada Recovery Benefit, the Canada Recovery Caregiving Benefit or the Canada Recovery Sickness Benefit). Approximately 95 per cent of income and disability assistance recipients receive the crisis supplement, which is scheduled to end in December 2020.<sup>s.13</sup>

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**DISCUSSION:**

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**APPROVED** / NOT APPROVED (only include this if the briefing note is for decision)



Selina Robinson  
Minister of Finance

December 2, 2020  
Date

**Ministry of Finance**  
**BRIEFING DOCUMENT**

**To:** Honourable Selina Robinson  
Minister of Finance  
**Date Requested:** November 30, 2020  
**Date Required:** December 1, 2020

**Initiated by:** Honourable Selina Robinson  
Minister of Finance  
**Date Prepared:** December 1, 2020

**Ministry Contact:** David Karp  
Director, Income Tax  
Tax Policy and Intergovernmental  
Fiscal Relations Branch  
**Phone Number:** 778-698-5778  
**Email:** David.Karp@gov.bc.ca

**Cliff #:** 397034

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**TITLE:** BC Recovery Benefit income thresholds for single parents

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**PURPOSE:**  
**(X) DECISION REQUIRED**

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**DATE PREPARED:** December 1, 2020

**TITLE:** BC Recovery Benefit income thresholds for single parents

**ISSUE:** How to phase out the BC Recovery Benefit for single parents

**BACKGROUND:**

The government made an election commitment to provide a one-time payment of up to \$1,000 for families with incomes up to \$125,000, with a partial benefit for families with incomes up to \$175,000; and up to \$500 for single people with incomes up to \$62,000, with a partial benefit for single people with income up to \$87,000.<sup>1</sup> The election platform was unclear on whether single parents would be treated as “single people” or as “families.”

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The Ministry of Finance is rapidly developing an administration system, as well as communications materials and training materials for staff, with the aim of accepting applications for the BC Recovery Benefit starting Dec. 18, 2020. s.13

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<sup>1</sup> The thresholds for single individuals were subsequently increased by \$500 to \$62,500 and \$87,500, so that they would be exactly half of the family thresholds, through a decision in CLIFF #396577.



**DISCUSSION:**

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**APPROVED / NOT APPROVED**

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Selina Robinson  
Minister of Finance

December 1, 2020

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Date

**Ministry of Finance**  
**BRIEFING DOCUMENT**

**To:** Honourable Selina Robinson  
Minister of Finance  
**Date Requested:** Dec. 4, 2020  
**Date Required:** Dec. 4, 2020

**Initiated by:** Honourable Selina Robinson  
Minister of Finance  
**Date Prepared:** Dec. 4, 2020

**Ministry Contact:** David Karp  
Director, Income Tax  
Tax Policy and Intergovernmental  
Fiscal Relations Branch  
**Phone Number:** 778-698-5778  
**Email:** David.Karp@gov.bc.ca

**Cliff #:** 397196

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**TITLE:** BC Recovery Benefit Requirements for Assistance Recipients

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**PURPOSE:**  
**(X) DECISION REQUIRED**

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**COMMENTS:** This note is to confirm direction from the Minister of Finance to ensure that assistance recipients are eligible for the BC Recovery Benefit, but do not need to provide a 2019 income tax return or provide direct deposit information.

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**DATE PREPARED:** Dec. 4, 2020

**TITLE:** BC Recovery Benefit requirements for assistance recipients

**ISSUE:** Ensuring that assistance recipients can receive the BC Recovery Benefit without providing an income tax return or banking information

**BACKGROUND:**

In order to receive the BC Recovery Benefit, applicants will generally need to have filed a 2019 Canadian personal income tax return and have an account with a Canadian financial institution for direct deposit. On Dec. 4, 2020, the Minister of Finance provided verbal direction that these requirements be waived for individuals receiving assistance.

The purpose of this note is to provide formal documentation of the general direction, and to recommend how to address details that were not included in the Minister's verbal direction.

**DISCUSSION:**

*Approach for applicants who don't receive assistance*

Applicants who are not on assistance will still be required to file a 2019 Canadian personal income tax return and have an account with a Canadian financial institution for direct deposit in order to qualify for the BC Recovery Benefit.

The requirement to have filed a 2019 tax return and provide information from the notice of assessment helps to verify the identity of an applicant and reduce the potential for fraudulent applications. In addition, the information is necessary to ensure that applicants meet the income test for the benefit and receive the amount of the benefit to which they are entitled.

The requirement for applicants to provide direct deposit information and receive the benefit electronically provides a secure means of delivering the benefit and reducing fraud. Cheque-based payment programs are the most vulnerable to fraud and can result in lost, stolen or uncashed cheques. The requirement to provide valid banking information on the application helps the Ministry to detect suspicious transactions (e.g., where multiple applications use the same banking information).

In addition, the administrative burden of delivering high-volume payment programs by cheque is significant, as it requires procuring cheque stock, arranging and paying for mail services, managing returned mail and issuing of duplicate cheques where cheques have been lost.

*Approach for applicants who receive assistance*

Applicants who receive assistance can apply for the BC Recovery Benefit through the normal application process that will be available on December 18, by providing information from their 2019 personal income tax return and banking information.

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#### *Scope of assistance recipients*

The following types of low-income assistance recipients will not be required to file a tax return or provide direct deposit information to receive the BC Recovery benefit:

- Income assistance
- Disability assistance
- Hardship assistance
- Comforts allowance
- BC Seniors' Supplement

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#### *Timing of assistance recipients*

Applicants are generally required to provide tax returns to administer the income test for the BC Recovery Benefit, which is provided to individuals with incomes up to \$87,500 and to families with incomes up to \$175,000. This test is based on 2019 income.

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**APPROVED / NOT APPROVED**

A handwritten signature in black ink, appearing to read 'Selina Robinson', written over a horizontal line.

Selina Robinson  
Minister of Finance

December 7, 2020  
Date

**MINISTRY OF FINANCE  
POLICY AND LEGISLATION & REVENUE DIVISIONS  
SUPPLEMENTARY ESTIMATES NO. 3 NOTE**

**ISSUE: BC Recovery Benefit**

**ADVICE AND RECOMMENDED RESPONSE:**

- The government is introducing the BC Recovery Benefit (BCRB), a one-time tax-free payment of up to \$1,000 for families with household incomes under \$175,000 annually and up to \$500 to single people earning less than \$87,500 annually.
- Approximately 3.7 million British Columbians will be eligible to receive the BCRB.
- British Columbians will be able to apply for the benefit starting December 18, 2020.

**KEY FACTS:**

- The government made an election commitment to provide a new benefit of up to \$1,000 for families and up to \$500 for individuals.
- Families with family net income below \$125,000 will receive the full amount. Families with net income between \$125,000 and \$175,000 will receive a reduced amount.
- Individuals with net income below \$62,500 will receive the full amount. Individuals with net income between \$62,500 and \$87,500 will receive a reduced amount.
- Single parents who care for their children most of the time will receive the same amount as families.
- Income used in the calculation is net income from 2019 tax returns.
- Households must apply for the benefit in order to receive it. The computer system to accept applications will open on December 18, 2020.
- To be eligible for the benefit, an applicant must generally:
  - Have been a resident of British Columbia on December 18, 2020.
  - Have filed a tax return for 2019.
  - Be at least 19 years old on the date of application.

**Contact:** Richard Purnell, A/ADM – Policy and Legislation  
**Contact:** Jordan Goss, ADM – Revenue  
**Divisions:** Policy and Legislation Division & Revenue  
**File Name:** BC Recovery Benefit

**Phone:** 250-507-0410  
**Phone:** 250 387-0665  
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**MINISTRY OF FINANCE  
POLICY AND LEGISLATION & REVENUE DIVISIONS  
SUPPLEMENTARY ESTIMATES NO. 3 NOTE**

- Not be incarcerated in a provincial or federal correctional facility for a period of 90 days or longer that includes December 18, 2020.
- British Columbians will have until June 30, 2021 to apply for this benefit.
- Only online or telephone applications for BCRB will be accepted. Telephone application will commence on December 21, 2020.
- Only direct deposits will be issued through the main application system.
- A second administrative system will be developed for recipients of provincial assistance, which will allow individuals on assistance to receive the benefit without having filed a tax return or providing banking information.
- This second administrative system will not be available until sometime in 2021, so quickest way for individuals on assistance who have filed a tax return and have banking information to receive the BCRB is to apply through the main system when it is launched on December 18, 2020.

**CURRENT STATUS:**

- As of December 10, 2020, the system is on schedule to roll out the application website on December 18, 2020.
- Starting on December 18, 2020, British Columbians will be able to apply for the BCRB online. Those needing assistance over the phone can complete their application with an agent starting Dec. 21, 2020.
- To apply online and be eligible for the one-time, tax-free benefit, people must:
  - be a resident of B.C. on Dec. 18, 2020;
  - be at least 19 years old on Dec. 18, 2020;
  - have filed a 2019 income tax return;
  - have their 2019 income tax notice of assessment, and if applicable, their spouse's 2019 income tax notice of assessment;
  - have their social insurance number;
  - have their direct deposit information; and
  - have their B.C. driver's licence or a B.C. Services Card.
- It is anticipated that most eligible applicants will receive payment within five business days.

**Contact:** Richard Purnell, A/ADM – Policy and Legislation  
**Contact:** Jordan Goss, ADM – Revenue  
**Divisions:** Policy and Legislation Division & Revenue  
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**MINISTRY OF FINANCE  
POLICY AND LEGISLATION & REVENUE DIVISIONS  
SUPPLEMENTARY ESTIMATES NO. 3 NOTE**

- For applications that require manual review to determine eligibility, it will take longer for payments to be made, depending on the volumes of applications that require manual review.
- People have until June 30, 2021, to apply for the BCRB.

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- To support the administration of the BCRB, the Ministry of Finance has engaged Service BC to provide call-centre services. In addition, the Ministry is using internal, existing resources to provide additional call-centre support, manually review applications and respond to email inquiries about the benefit.

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## **BUDGET:**

- The BCRB is expected to cost up to \$1.7 billion (based on everyone who is eligible applying).
- Administration of the BCRB program is being led by the Ministry of Finance's Revenue Division.

**Contact:** Richard Purnell, A/ADM – Policy and Legislation  
**Contact:** Jordan Goss, ADM – Revenue  
**Divisions:** Policy and Legislation Division & Revenue  
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**MINISTRY OF FINANCE  
POLICY AND LEGISLATION & REVENUE DIVISIONS  
QUESTIONS & ANSWERS**

**ISSUE: BC Recovery Benefit**

**Question: How many British Columbians will benefit from the B.C. Recovery Benefit?**

**Answer:**

- Approximately 3.7 million British Columbians will be eligible to receive the BCRB.
- That means more money to support people and their families who are facing increased costs this time of year and with the additional pressure of COVID-19.

**Question: When can people expect to get their money?**

**Answer:**

- For eligible British Columbians who apply online and have already filed their 2019 B.C. income taxes – they can expect payment within days of applying.
- There may be delays if:
  - People apply without having filed their income taxes;
  - People apply through the call centre and there are a high volume of calls;
  - Both spouses apply for the benefit and the applications must be manually processed;
  - The applicant moved to B.C. in 2020;
  - The applicant is applying as a single parent, and their dependant child was born in 2020; and

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**Contact:** Jordan Goss, ADM – Revenue  
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**MINISTRY OF FINANCE  
POLICY AND LEGISLATION & REVENUE DIVISIONS  
QUESTIONS & ANSWERS**

- People make mistakes on their application, such as transposing a number.
- We strongly encourage people to file their 2019 B.C. income taxes prior to applying and to apply online.
- The online application is quick, easy, and secure.
- This government intends to introduce legislation, which will allow us to recover any payments made to people who were later determined to be ineligible.

**Question: Why are you asking for people to file a 2019 B.C. income tax return?**

**Answer:**

- As part of the application process, applicants are required to agree to file a 2019 B.C. income tax return.
- The 2019 B.C. income tax return ensures that the Ministry of Finance can calculate the accurate amount of the benefit for the applicant.
- This government intends to introduce legislation, which will allow us to recover any payments made to people who were later determined to be ineligible.

**Contact:** Richard Purnell, A/ADM – Policy and Legislation  
**Contact:** Jordan Goss, ADM – Revenue  
**Divisions:** Policy and Legislation Division & Revenue  
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**MINISTRY OF FINANCE  
POLICY AND LEGISLATION & REVENUE DIVISIONS  
QUESTIONS & ANSWERS**

**Question: What are you doing about potential fraud and ensuring only qualified people are receiving this benefit?**

**Answer:**

- While we are relying on applicants to tell the truth and attest to that fact when they apply, that is not the only safeguard.
- Applicants need to provide a valid SIN and BC address and generally need to have filed their income tax for 2019.
- We intend to use this information to match against tax information for the 2019 year and the 2020 tax year when filed.
- This government intends to introduce legislation, which will give legal authority to recover any payments made to people who were later determined to be ineligible.

**Question: What about people who lost their jobs in 2020 but had jobs in 2019? Won't they miss out on this benefit because you're using 2019 tax returns for eligibility?**

**Answer:**

- We know that some people and businesses continue to struggle, and we want to ensure this relief gets to people as soon as possible.
- We would not be able to provide the BCRB to people until approximately summer 2021 if we waited for people to complete their 2020 income taxes.

**Contact:** Richard Purnell, A/ADM – Policy and Legislation  
**Contact:** Jordan Goss, ADM – Revenue  
**Divisions:** Policy and Legislation Division & Revenue  
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**MINISTRY OF FINANCE  
POLICY AND LEGISLATION & REVENUE DIVISIONS  
QUESTIONS & ANSWERS**

**Question: How much will this one-time benefit cost the Province? Is it part of the initial \$8 billion BC Economic Recovery Plan?**

**Answer:**

- We estimate that the BCRB will cost between \$1.6 billion and \$1.7 billion within the 2020/21 fiscal year.
- It is not part of the initial \$8 billion Economic Recovery Plan cost.

s.13

**Contact:** Richard Purnell, A/ADM – Policy and Legislation  
**Contact:** Jordan Goss, ADM – Revenue  
**Divisions:** Policy and Legislation Division & Revenue  
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**MINISTRY OF FINANCE  
POLICY AND LEGISLATION & REVENUE DIVISIONS  
QUESTIONS & ANSWERS**

**Question: Why make people apply for the benefit? Why not have the CRA distribute the benefit directly?**

**Answer:**

- The B.C. government can more quickly ensure single people and families receive this benefit through this application process.
- The application process will be quick and secure – and is based on the process we used for the BC Emergency Benefit for Workers.

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**Contact:** Richard Purnell, A/ADM – Policy and Legislation  
**Contact:** Jordan Goss, ADM – Revenue  
**Divisions:** Policy and Legislation Division & Revenue  
**File Name:** BC Recovery Benefit

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**MINISTRY OF FINANCE  
POLICY AND LEGISLATION & REVENUE DIVISIONS  
QUESTIONS & ANSWERS**

**Question: How will you prevent fraudulent applications from resulting in payment?**

**Answer:**

- The application system has been designed to protect against fraudulent applications;
- There are a number of safeguards included in both the application and in the work that will be done behind the scenes, including the manual review that will be required for some applications.
- To protect the integrity of these safeguards, I will not be sharing specifics.

**Contact:** Richard Purnell, A/ADM – Policy and Legislation  
**Contact:** Jordan Goss, ADM – Revenue  
**Divisions:** Policy and Legislation Division & Revenue  
**File Name:** BC Recovery Benefit

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**Ministry of Finance**  
**BRIEFING DOCUMENT**

**To:** Honourable Selina Robinson  
Minister of Finance

**Date Requested:** November 24, 2020  
**Date Required:** November 26, 2020

**Initiated by:** Jordan Goss

**Date Prepared:** November 26, 2020

**Ministry**  
**Contact:** Jordan Goss

**Phone Number:** 250 387-0665  
**Email:** Jordan.goss@gov.bc.ca

**Cliff #:** 396959

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**TITLE:** Administration of the British Columbia Recovery Benefit Program

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**PURPOSE:**

**(X) FOR INFORMATION**

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**COMMENTS:** The British Columbia Recovery Benefit Program (BCRBP) will provide eligible families a one-time payment of up to \$1000 and eligible individuals a one-time payment of up to \$500 based on their 2019 net income.

The Program will be administered by the Revenue Division within the Ministry of Finance, supported by the Information Management Branch, Provincial Treasury, Office of the Comptroller General and the Ministry of Citizens' Services (ServiceBC and BCMail Plus).

It is anticipated that the online application will be available beginning on December 18<sup>th</sup>, 2020.

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**DATE PREPARED: November 26<sup>th</sup>, 2020**

**TITLE: Administration of the British Columbia Recovery Benefit Program**

**ISSUE: Providing information on the processes and potential risks related to the British Columbia Recovery Benefit Program**

**BACKGROUND:**

The NDP's 2020 election platform commitment to provide a one-time \$1,000 direct deposit to families whose household income is under \$125,000 annually – fully phased out at \$175,000; and a one-time \$500 direct deposit to single people earning less than \$62,500 annually – fully phased out at \$87,500<sup>1</sup>.

The Ministry of Finance has been working on developing the program with the goal of opening up the online application system on December 18, 2020, thereby enabling some applicants to receive a payment prior to Christmas. People will be able to apply from online from Friday, December 18<sup>th</sup>, 2020 (anticipated opening) – Wednesday, June 30<sup>th</sup>, 2021<sup>s.13</sup> or over the phone from Monday, December 21<sup>st</sup>, 2020<sup>2</sup> – June 30<sup>th</sup>, 2021.

To implement the program prior to Christmas, policy decisions were required by early November. These decisions are the basis of the system requirements currently being developed (for information on the application requirements, see Appendix 1). To ensure all aspects of the program are functioning as required Revenue Division is working directly with the Policy and Legislation Division, Corporate Services Division, Provincial Treasury, Office of the Comptroller General and with ServiceBC and BCMailPlus.

It is estimated that there could be as many as 2.5 million applications received and if applications are received in a similar manner to the B.C. Emergency Benefit for Workers (BCEBW) Program, launched in May, the province could see over one million applications received online in the first three days, and over 80,000 phone calls within the first week.

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<sup>1</sup> The platform included the \$500 payment for individuals up to \$62,000 and fully phased out at \$87,000 but a subsequent decision changed those to \$62,500 and \$87,500 respectively.

<sup>2</sup> The reason for the delay from Friday December 18<sup>th</sup> to Monday December 21<sup>st</sup> in the ability to apply over the phone is to encourage people to apply online and to help reduce pressure on the phone lines.

**DISCUSSION:****Funding Requirements:**

The Ministry of Finance requires formal access to Contingencies in fiscal year 2020/21 of up to \$1.7 billion to fund payments for the BC Recovery Benefit. s.13; s.17  
s.13; s.17

A Treasury Board Submission is being prepared to request this funding.

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In addition to securing the necessary appropriation to make the payments, Provincial Treasury will be working to ensure that there is enough cash available to make the payments.

**High Volumes of Web Traffic and Simultaneous Applications:**

Due to the interest in this program, it is anticipated that the web information will receive a very high volume of traffic, as will the online application, particularly in the initial weeks of the program. Therefore, the Ministry is working to increase the number of servers from 10 to 30, with consideration currently being given to increase it to 36.

The Ministry is engaged with the BC Government network security team to prepare for the volumes and traffic and to monitor for any suspicious network activity.

The Corporate Accounting System (CAS) plays a critical role in this program as it is the system that process the payments once the applications have been received. CAS capabilities to process payments for the BCRBP program are 200,000 per weekday, and 500,000 on each weekend day. Based on projected volumes, and to support timely processing, CAS is queued-up to execute payments on weekend 1 (Dec 20<sup>th</sup>, 21<sup>st</sup>), and can schedule resources to support subsequent weekend payment runs if applicant volumes warrant it.

**Financial Risk and Potential for Fraudulent Claims:**

Large scale payment programs such as the BCRBP and the BCEBW based on applications have inherent financial risks and are targets for fraudulent claims,

particularly considering the multifaceted and complex criteria and speed at which they are implemented.

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To protect against such risks for the BCRBP, several safeguards are being implemented, including holding applications for manual adjudication, mailing out notices of determination and post payment audit and verification work, all of which are discussed below.

Prior to implementation, the Ministry will undertake a Financial Risk and Control Review (FRCR). This review will be undertaken by Internal Audit.

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This will ensure that the Ministry is confident in its ability to safeguard taxpayer information collected for this program. In addition, the Ministry is investing in measures to prevent external parties from attempting to complete applications using automated tools.

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### **Call Volumes and Potential for Long Wait-Times:**

To avoid developing a paper application and implementing mail and manually processing of paper applications, the BCRPB will, like many of our newer programs (the speculation and vacancy tax, and the BCEBW), the BCRPB will be able to be applied for over the phone.

The Ministry has engaged ServiceBC to provide call centre services, through their vendor, Maximus. A dedicated phone number will be provided, as will dedicated agents both to respond to general inquiries and to help citizens complete their applications over the phone.

If a similar pattern of calls to the BCEBW are received for the BCRBP, the Province can expect to see over 80,000 calls within the first week (December 21 – 24<sup>th</sup>). However, within 2-3 weeks, the volumes of calls are expected to drop significantly.

s.13; s.17

s.13; s.17

To help manage call volumes, Revenue Division has identified employees that can be pulled off other work and is in the process of preparing for this.

s.13; s.17

s.13; s.17

To help manage call volumes and wait times, the Ministry, together with GCPE are proposing to do the following:

- Post information on the web, in advance of the program opening, including the information needed to apply to the program and a table showing income levels and the payment amount (to allow people to make informed decisions about the timing of their application).
- Encourage those people who can apply online to do so by having messaging about how easy it is to do so. Messaging can be on the web in news releases and in a recording on the phone line.
- Providing comprehensive training and scripts to phone agents to enable them to more quickly respond to questions and help with applications.

### **Manual Adjudication of Applications and Potential Lengthy Delays in Some Payments:**

Many applications will auto-process through the system and be sent for payment. However, others will be held for manual adjudication, as this is one of the primary ways to prevent fraudulent applications. Manual adjudications generally involve requesting additional information from the applicant to enable verification of eligibility.

Information provided on applications will be automatically checked against the data held by Revenue Division, including information from 2019 BC Income tax return data.

Information that must match our records to process automatically include:

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s.13; s.15

s.13; s.17

### **Notice of Determination:**

Once an applicant's eligibility for the benefit is determined, the Ministry will issue a Notice of Determination (NOD), advising the applicant of the determination. In addition to advising an applicant of the amount of benefit that they are entitled to, and any reasons for a variance from the amount applied for, the NOD serves several other purposes:

- It advises the applicant of the amount of benefit that they are entitled to, and any reasons for a variance from the amount applied for,

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- It also serves as a notification to taxpayers if their identity has been fraudulently used to apply for the program.

### **Post Payment Verification Work**

Like tax programs and the BCEBW, post payment verification (audit) work is an important tool to ensure compliance, help prevent and detect fraud and enable the collection of ineligible payments.

The primary focus in the early months of the BCRPB will be in making payments adjudicating applications. s.13; s.17  
s.13; s.17

The system build for the BCRPB is currently focused on the application and payment processing modules s.13; s.17  
s.13; s.17

**CONCLUSION:**

s.13

## Appendix 1 – Application Requirements

The following provides details on the application process and the information that will be collected from applicants.

The online application will gather different information, depending on how certain questions are answered. For example: it will only ask for spousal information if the applicant indicates that they are married or common law.

Before collecting any personal details, the application will ask a series of questions to establish if the applicant is eligible to receive the benefit.

### **Who is applying:**

The application will first establish if the application is being filled out by the applicant, someone with a power of attorney (POA), or the executor or administrator of an estate (estate). In the case of a POA or an estate, the application will gather additional information, <sup>s.15</sup>

### **Applicant's Status:**

The amount of benefit entitlement is dependent on the applicant's status on December 18, 2020. The application will ask if the applicant is:

1. Single or divorced with no dependant children,
2. Single or divorced with sole custody of a child; or
3. Married or living common law, and
4. If the applicant's marital status has changed since their 2019 income tax return was filed

### **Applicant's Eligibility:**

Next the application will ask questions to establish the applicant's eligibility to receive the benefit. The exact wording of those questions will vary depending on whether the application is being filled out by the applicant, a POA, or an estate. The following information will be gathered:

1. If the applicant was resident in B.C. on December 18, 2020
2. If the applicant has filed a 2019 income tax return
3. If the applicant is receiving provincial income or disability assistance
4. If the applicant was confined to a prison or similar institution for a period of 90 days or longer that included December 18, 2020
5. If the applicant became a resident of BC after December
  - a. If the Applicant moved from another country
    - i. If yes, select country from drop-down list
    - ii. If no, select province from drop down list

**Spouse's Eligibility (if claiming as married or common law):**

If the applicant indicates that they are applying as married or common law, the same eligibility questions will be asked again, only in regard to the spouse or common law partner.

If the spouse is not eligible, the application will ask if the applicant has a dependent or sole custody of a child.

**Personal Details:**

All of the preceding sections were designed to determine eligibility for the benefit. If an applicant is not eligible, we will advise them before gathering their personal information. If the applicant is likely to be eligible based on the questions answered so far, the next step is to gather the applicant's personal details:

1. Name
2. Date of Birth
3. Date of Death (if deceased)
4. Social Insurance Number
5. B.C. Driver's License number
6. If there has been a name change in the last two years
  - a. Previous name
7. If claiming as spouse or common law, same six questions about spouse or partner
8. If claiming as single parent, name and date of birth for one dependant child

**Benefit Calculation:**

- Applicant's net income (Line 23600 from your 2019 Tax Notice)
- If claiming as spouse or common law, spouse's or partner's net income

The application will then display the calculation of the benefit.

- If the income is too high to receive a benefit, the screen will display a message indicating so, and the application process will stop
- If the income is between the threshold limits, the calculation will display to the applicant the total benefit that they are entitled to receive, and how it was calculated.

**Address:**

The application will collect the applicant's mailing address (and residential address if they are different).

**Banking Information:**

Next the application will collect the applicant's banking information, for direct deposit of the benefit.



**Contact Information and Certification:**

- The application will collect the telephone number and email address. Providing at least one of these two elements is mandatory in order to complete the application.
- There will be a legal statement (still under development, but similar to what we have for BCEBW) that the applicant will have to agree to. In addition to certifying that the information provided in the application is true, the applicant will be required to agree to allow the commissioner of income tax access to any of the applicant's income tax information, for the purpose of administering the benefit.