

PWD shelter share increase

Step-by-step guide

The BC government announced the \$125 shelter allowance increase for each family unit in Budget 2023 on February 28. The increase is effective for August 1st, 2023 for individuals on Persons with Disabilities (PWD) assistance.

First, determine if any action is needed



The \$125.00 shelter allowance increase is not automatic. Determine if you need to update your shelter information in order to receive the increase.

If you are in home sharing and receive the current standardized rate of \$716 or \$716.13



Your standardized rate will be automatically increased to \$841.13. No further action is required.

If you are in home sharing with a shelter amount listed with SDPR other than the current standardized rate of \$716 or \$716.13



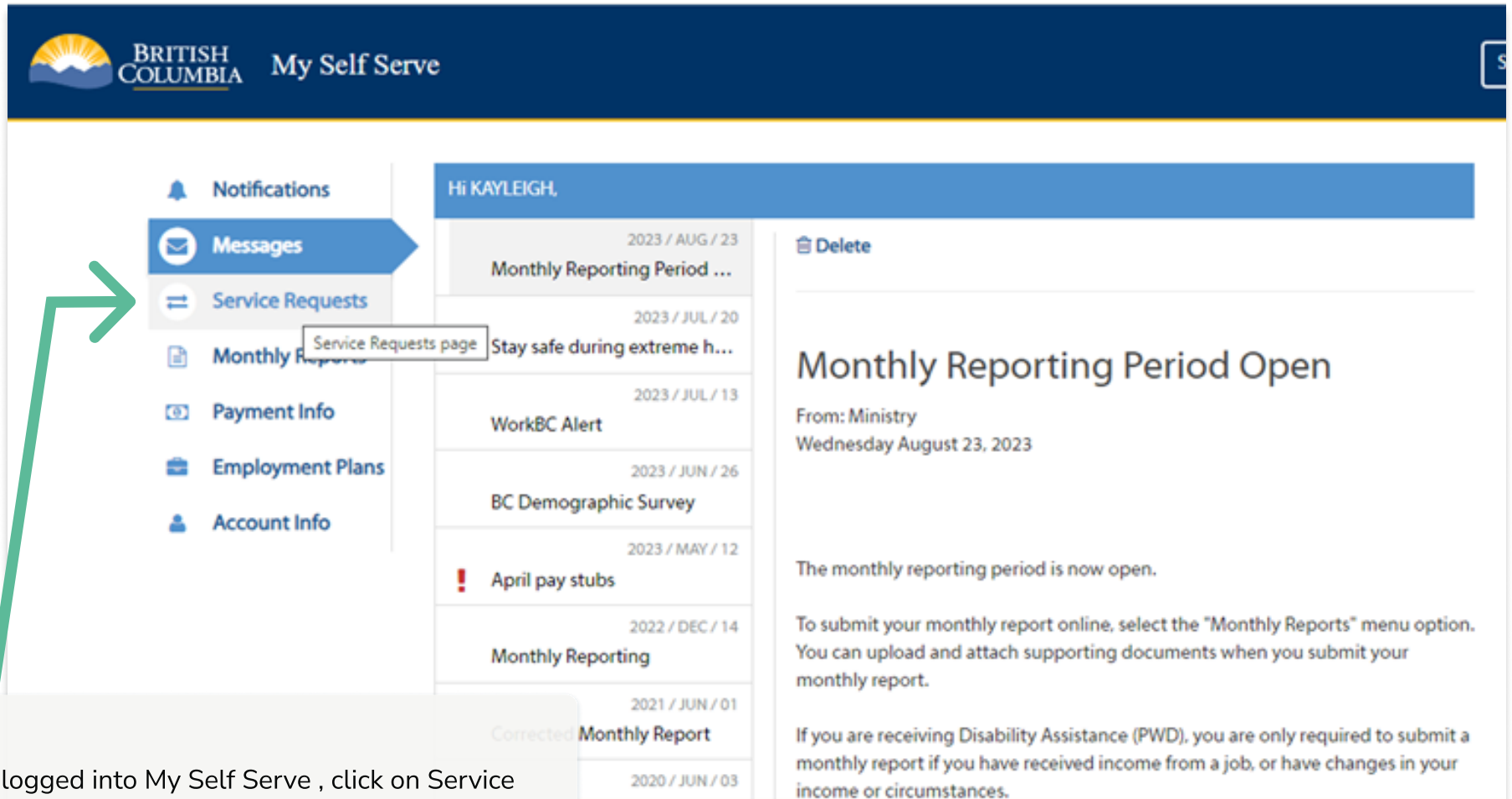
You will *not* receive the increase automatically. Update your shelter information with the Ministry of Social Development and Poverty Reduction (SDPR) by completing a new Shelter Information form (HR3037), following the steps from next page

If you are supported through a Person-Centred Society (PCS) or Individualized Funding (IF) contract



Step1: Log in to My Self Serve

Step2: Service Request



The screenshot shows the 'My Self Serve' interface for a user named KAYLEIGH. The left-hand navigation menu includes: Notifications, Messages, Service Requests (highlighted with a green arrow), Monthly Reports, Payment Info, Employment Plans, and Account Info. A tooltip 'Service Requests page' is visible over the 'Service Requests' menu item. The main content area displays a list of messages, with the top one titled 'Monthly Reporting Period Open' dated 2023 / AUG / 23. The message content states: 'The monthly reporting period is now open. To submit your monthly report online, select the "Monthly Reports" menu option. You can upload and attach supporting documents when you submit your monthly report. If you are receiving Disability Assistance (PWD), you are only required to submit a monthly report if you have received income from a job, or have changes in your income or circumstances.'

Once logged into My Self Serve , click on Service Requests of the left hand side

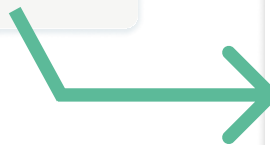
Step3: Select shelter update

Create a Service Request

i Please note: Service Requests not submitted to the ministry within 30 days of you starting them will be closed automatically. You will need to start again should you still wish to proceed

- Bus Pass Cancellation
- Consent to Disclosure of Info
- Crisis Supplement Clothing
- Crisis Supplement Food
- Crisis Supplement Furniture
- Crisis Supplement Home Repair
- Crisis Supplement Shelter
- Crisis Supplement Utilities
- Diet Supplement
- Direct Deposit
- Medical Transportation Outside Your Community
- Medical Transportation Within Your Community
- Natal Supplement
- Shelter Update

Select the “shelter update” option



Step4: Who is this for

Rental Supplement

Shelter Update

Shelter Update

It is important that the Ministry always have the most current contact information in order to reach you. Here you can update any changes to your shelter information, including an address update, security deposit and/or pet damage deposit.

Who is this for?

Name will appear here

Person

Other

Once you select Shelter update – you will be asked – Who Is this for?
And name will appear below.

Once you select person, button will appear in bottom right with Create and continue .

Step5: Download form and continue

Shelter Update

If you need to update your address and/or the amount of rent paid to the landlord; and/or if you need a security deposit and/or pet damage deposit, please proceed.

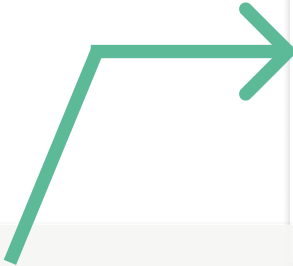
You may submit a Residential Tenancy Agreement, Ministry shelter form, or a written contract between you and the landlord that identifies all the pieces of information the Ministry requires to process your request.

If you do not require a Ministry shelter form, proceed to upload a Residential Tenancy Agreement or written contract between you and the landlord.

If we do not receive the required documents within 30 days, your request will be cancelled.

 [Download Shelter Information Form](#), fill it out, and continue to the next step.

Continue →



Click on link to Shelter form, download and begin to fill in. Then, click continue.

Step 6: Complete the form

The link for this PWD Shelter Information Form (HR3037) is :

<https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/policies-for-government/bc-employment-assistance-policy-procedure-manual/forms/pdfs/hr3037.pdf>

BRITISH COLUMBIA		Ministry of Social Development and Poverty Reduction		Shelter Information	
(For Office Use Only) Case Number		(For Office Use Only) SR Number			
<small>The personal information requested on this form is collected and used by the Ministry of Social Development and Poverty Reduction pursuant to sections 26(C) and 32(b) of the Freedom of Information and Protection of Privacy Act for the purpose of administering the Employment and Assistance Act and Employment and Assistance for Persons with Disabilities Act. If you have any questions about the collection or use of this information, please contact the Ministry of Social Development and Poverty Reduction at 1-866-866-0800.</small>					
This form is <i>not</i> a tenancy agreement. This form should be used <i>only</i> if a tenancy agreement is <i>not</i> available. This form is for ministry information only. For information on tenancy agreements and rental housing, see the Residential Tenancy Branch website at www.rto.gov.bc.ca . All information provided to the ministry may be verified.					
Client Information					
Client Legal Name		Birthdate (YYYY MMM DD)		Current Date (YYYY MMM D)	
Renting or Intending to Rent at the Following Address					
Unit #	Street Address		City / Town	Postal Code	
Mailing Address (if different)			Current Phone Number		
Rental Start Date	Is the Rental Unit on Reserve Land? <input type="checkbox"/> Yes <input type="checkbox"/> No		Phone Number After Move <input type="checkbox"/> Same as Above, or: _____		
Type of Rental Accommodation					
A. <input type="checkbox"/> Renting a self-contained unit or room (with or without roommates)	B. <input type="checkbox"/> Room Only (common areas shared with landlord, meals are <i>not</i> included)	C. <input type="checkbox"/> Room and Board (common areas shared with landlord, meals are included)	D. <input type="checkbox"/> Other Specify: _____		
Accommodation Information					
Client's Portion of Rent or Room and Board \$ _____			Total Rent of Unit (if shared) \$ _____		
Are Utilities Included in Rent? <input type="checkbox"/> Yes <input type="checkbox"/> No			Does the Client Share a Kitchen or Bathroom with the Owner? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Total Number of People Living at the Given Address (including client) Adults _____ Children _____					
Deposit Information					
Security Deposit Required <input type="checkbox"/> Yes <input type="checkbox"/> No		Client's Portion \$ _____			
Pet Damage Deposit Required <input type="checkbox"/> Yes <input type="checkbox"/> No		Client's Portion \$ _____			
Landlord Information					
To the Landlord: If the client has arranged for monthly direct payment of rent to the landlord, you may choose to receive this payment by direct deposit. For more information on how to set up direct deposit, please visit www2.gov.bc.ca/gov/content/family-social-supports/income-assistance/payment-dates/direct-deposit or call 1 866 866-0800.					
Name of Landlord or Property Manager / Agent _____					
Address of Landlord _____			Current Phone Number of Landlord _____		

Under "Rental Start Date" use the date of **August 1, 2023**

Under "Type of Rental Accommodation", select which of these fits your current living situation.

Under "Clients portion of rent or Room and Board" enter **\$500.00**.

Step7: Shelter costs increase to 500

The screenshot shows the 'My Self Serve' interface with the following elements:

- Header: BRITISH COLUMBIA My Self Serve
- Question 1: "Has your family unit received or disposed of any assets? *"
 - Radio button for "Yes" (unselected)
 - Radio button for "No" (selected)
- Question 2: "Any changes to your shelter costs? *"
 - Radio button for "Yes" (selected)
 - Radio button for "No" (unselected)
- Text input field: "Please provide an explanation: *" with the text "Increase to 500" entered.

Select "Yes"

As an explanation of your shelter costs change, write **"Increase to 500."**
This is on the Monthly declaration (report).

Step8: Confirm and submit

Confirm your Service Request

Attach additional supporting documents that are related to your request.

 Attach Document

I declare that all information I have provided is true and complete. I understand that the accuracy of the information I provide may be checked by comparing it against information held by other governments, public bodies, private agencies and individuals. The BC government may verify and obtain information to confirm my eligibility or eligibility of my dependants.

[← Previous](#)

[Submit Request](#)

Once the form is filled in, you can “attach” the document as per the online instructions, and submit with their monthly report, or on its own.