

**VIRGIN ISLANDS**  
**PUBLIC ASSISTANCE ACT, 2013**  
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*Section*

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#### **SCHEDULE**

**I Assent**

**(Sgd.) Boyd McCleary, CMG, CVO,  
Governor.**

**17<sup>th</sup> January, 2014**

**VIRGIN ISLANDS**

**No. 14 of 2013**

An Act to provide for the grant of public assistance and for connected matters.

[Gazetted 30<sup>th</sup> January, 2014]

ENACTED by the Legislature of the Virgin Islands as follows:

**PRELIMINARY**

Short title and  
commencement.

**1.** This Act may be cited as the Public Assistance Act, 2013 and shall come into force on a date the Governor may, by Proclamation published in the *Gazette*, appoint.

Interpretation.

**2.** In this Act, unless the context otherwise requires,

“applicant” means any person who applies for public assistance or on whose behalf a request for assistance is made under this Act;

U.K.S.I. 2007  
No.1678.

“Belonger” means a person who belongs to the Virgin Islands as defined in section 2(2) of the Virgin Islands Constitution Order, 2007;

“Chief Social Development Officer” means a person holding that office in the public service;

“child” means a person not being a minor child;

“Committee” means the Public Assistance Committee appointed under section 3;

“Community” means one of the areas in the Territory which has been designated as a public assistance community in accordance with section 14;

“Department” means the Social Development Department;

“dependent” means a person who is

- (a) under the age of sixteen years and not in fulltime employment;  
or
- (b) under the age of twenty one years and is a fulltime student at an educational institution; or
- (c) disabled and living in the household of the applicant or recipient; or
- (d) a spouse of the applicant or recipient;

and who is financially dependent on the applicant or recipient;

“disabled person” means a person who is suffering with a physical or mental disability which prevents him or her from earning a living and providing for his or her basic needs;

“emergency assistance” means public assistance provided to, or for the benefit of, a person to assist with basic needs on an emergency basis;

“financial assistance” means financial relief provided to, or for the benefit of, a person to enable that person to meet his or her basic needs;

“medical practitioner” means a medical practitioner registered under the Medical Act, 2000; No. 4 of 2000

“Minister” means the Minister to whom responsibility for Social Development is assigned;

“minor child” means a person under the age of sixteen years old;

“person in need” means a person whose need for assistance has been established in accordance with this Act and regulations made under this Act;

“prescribed” means prescribed by Regulations made under section 41;

“public assistance” or “assistance” means aid provided to, or for the benefit of, a person in need, in accordance with this Act;

“recipient” means a person to, or for the benefit of whom assistance has been approved under this Act;

“relieving officer” means a person appointed under section 5(3) to distribute funds approved by the Committee to a recipient;

“resident” means a person granted status under the Immigration and Passport Ordinance;

“Social Worker” means a person holding that office in the public service.

## **PART I**

## **ESTABLISHMENT, FUNCTIONS AND POWERS OF THE PUBLIC ASSISTANCE COMMITTEE**

Establishment of  
Public  
Assistance  
Committee.

**3.** (1) There is established by this Act a Public Assistance Committee (in this Act referred to as “the Committee”).

(2) The Committee shall comprise not less than seven and not more than nine members appointed by the Minister, by instrument in writing, with the approval of the Cabinet, as follows:

- (a) the Chief Social Development Officer or his or her designate (*ex officio*); and
- (b) not more than eight other persons, from among persons with knowledge, experience and expertise in medicine, law, accounting, nursing, social work or persons representing academia, the religious community or any other fit and proper person.

(3) The Minister shall appoint one of the members of the Committee to be the Chairperson of the Committee and another member to be the Deputy Chairperson.

(4) The Minister may designate a Secretary for the Committee.

(5) The Secretary shall keep the minutes and issue correspondence as directed by the Committee, and perform such other duties, as may be assigned by the Chairperson.

Functions  
of the  
Committee.

**4.** The functions of the Committee are to

- (a) review and decide all applications forwarded pursuant to section 12(b);
- (b) grant public assistance to eligible persons, and where applicable, determine the amount of assistance;
- (c) apply any sums which may from time to time be provided by the House of Assembly for public assistance, to eligible persons;
- (d) prepare and submit an annual report relating to activities of the Committee to the Minister;
- (e) make recommendations to the Minister on the provision of assistance under this Act; and

- (f) perform such other duties as the Minister may direct.

**5. (1)** In the exercise of its functions under this Act, the Committee may

Powers  
of the  
Committee.

- (a) require an applicant or a recipient to provide such information and produce such documents as the Committee may specify;
- (b) require an applicant or recipient to attend at such time and place as the Committee may require, to be examined as to his or her means and circumstances with a view to establishing his or her eligibility for public assistance.

(2) The Committee may delegate in writing, to the Chief Social Development Officer, any of its powers under this section, other than this power of delegation, but this does not preclude the Committee from exercising any or all of the powers so delegated where the Committee considers it necessary.

(3) The Committee shall appoint such relieving officers as it may consider necessary for the administration of public assistance in the different communities.

(4) The relieving officers may be requested to attend the meetings of the Committee but shall not be entitled to vote at such meetings.

**6. (1)** The Chairperson shall preside at all meetings of the Committee and in his or her absence the Deputy Chairperson shall preside.

Meetings  
of the  
Committee.

(2) The quorum of the Committee at any meeting shall be five persons.

(3) The Committee shall meet at least once in every month and at such other times as may be necessary for the purpose of performing its functions.

(4) At any meeting for the conduct of its business, the Committee shall take its decision by a majority vote of the members present and in the event of a tie the Chairperson or Deputy Chairperson, as the case may be, shall have a casting vote.

(5) Notwithstanding anything contained in this section, the Chairperson may, in any matter he or she considers exceptional, make arrangements for a decision of the Committee to be taken on such matter through a process of consultation without the need for an actual meeting.

(6) In the conduct of its meetings, the Committee shall regulate its own procedure.

(7) The Committee may co-opt such persons as it considers competent to provide advice or assistance as the Committee considers fit, but the persons co-opted shall have no voting rights or exercise any of the powers of a member of the Committee.

Disclosure of  
interests.

**7.** Where a matter is to be decided by the Committee at a meeting, any member present at the meeting who has an interest in the matter shall, at the meeting, disclose the nature of the interest in advance of any consideration of the matter.

(2) Where a member discloses an interest under this section

- (a) the disclosure shall be recorded in the minutes of the meeting; and
- (b) the member shall not, unless the Committee otherwise determines
  - (i) be present during any deliberations by the Committee on that matter; or
  - (ii) take part in any decision of the Committee relating to the matter.

Tenure of office.

**8.** (1) A member of the Committee, other than an *ex-officio* member, shall hold office for a period not exceeding three years but is eligible for re-appointment.

(2) A member of the Committee may resign his or her office by giving one month's written notice to the Minister.

(3) The Minister may, by written notice, remove a member, other than an *ex officio* member, from office if satisfied that the member

- (a) has, without the consent of the Committee, been absent from three consecutive meetings of which the member has had notice;
- (b) is adjudged bankrupt and has not been discharged;
- (c) has been convicted of an indictable offence or any offence involving dishonesty;
- (d) is of unsound mind or is certified by a medical practitioner to be so ill as not to be able to properly discharge his or her functions under this Act.

Seats of  
members  
when vacant.

**9.** (1) If a member dies, resigns, is removed from or otherwise vacates his or her office prior to the expiry of the term for which he or she has been appointed, the Minister shall appoint a new member to replace him or her.

(2) An appointment of a new member under subsection (1) may be for the unexpired period of the term of office of the member in whose place he or she is appointed or for a new term not exceeding three years.

**10.** The Committee shall, within three months after the end of every year, submit to the Minister an annual report on the performance of its functions during the year and the Minister shall cause the report to be laid before the House of Assembly. Annual reports.

**11.** (1) A member who is not a public officer may be paid such remuneration as Cabinet may determine. Remuneration of Committee members.

(2) A person co-opted to a meeting of the Committee pursuant to section 6(7), or any person not being a member of the Committee shall be paid such remuneration as the Cabinet may determine in consultation with the Committee.

## **PART II**

### **ADMINISTRATION**

**12.** The Chief Social Development Officer is, subject to the general directions of the Minister, responsible for the administration and supervision of the Public Assistance Programme under this Act and shall Duties of the Chief Social Development Officer.

- (a) receive applications for public assistance and ensure that the applications are completed in accordance with this Act;
- (b) forward completed applications to the Committee with his or her recommendations;
- (c) ensure that proper records relating to the Public Assistance Programme are maintained;
- (d) perform such other duties as the Minister may from time to time assign.

**13.** (1) The Secretary shall maintain a register of all recipients of public assistance under this Act. Public assistance register.

(2) The register may be maintained in a manual or electronic form, or both.



(3) The register shall contain

- (a) the applicant's full name, age, gender, occupation, place of residence and country of birth;
- (b) the amount of each assistance granted;
- (c) the commencement and termination of the assistance;
- (d) the reason for the assistance and the type of assistance granted.

(4) The register shall be arranged so as to show the particulars by each community.

Public  
assistance  
communities.

**14.** The Minister shall, by Notice published in the *Gazette*, after consultation with the Committee and with the approval of Cabinet, designate areas in the Territory as public assistance communities.

### **PART III**

#### **ELIGIBILITY FOR AND PROVISION OF PUBLIC ASSISTANCE**

Provision  
of public  
assistance.

**15.** (1) Public assistance may be provided for any of the following purposes:

- (a) food and household supplies;
- (b) utilities or rent;
- (c) childcare;
- (d) medical care;
- (e) repairs to dwelling house;
- (f) transportation;
- (g) funeral and burial expenses;
- (h) clothing.

(2) Notwithstanding subsection (1), the Minister may, by Order, prescribe any other form of assistance he or she considers necessary to assist a person in need.

(3) The Committee may provide assistance to a person, where the Committee is satisfied that on the date of application, that person

- (a) is a believer; or
- (b) is a resident; or
- (c) is the spouse of a believer and resides in the Virgin Islands with that person; or
- (d) is responsible for the care of a dependent person who is a believer or resident;

and is not serving a sentence of imprisonment.

(4) Notwithstanding subsection (3), the Minister may, in exceptional circumstances, grant assistance to a person who does not qualify for assistance under subsection (3).

(5) In determining whether a person is eligible to receive or to continue to receive assistance, the Committee shall assess

- (a) the degree of financial hardship of the applicant and his or her dependants;
- (b) the availability to the applicant or recipient and his or her dependants of any assistance, financial or otherwise, from any other source;
- (c) the state of health, educational level and the level of skills for purposes of the employment prospects of the applicant or recipient; and
- (d) consider such other criteria for eligibility as may be prescribed.

**16.** (1) The Minister may, by Order, after consultation with the Committee, prescribe categories of persons in need.

Persons in need to be prescribed.

(2) Notwithstanding subsection (1), and subject to such conditions as the Minister may determine, persons in need shall include

- (a) vulnerable children;
- (b) persons sixty five years or older;
- (c) unemployed persons; and

(d) disabled persons.

(3) Notwithstanding subsections (1) and (2), the Minister may in exceptional circumstances, by Order, direct the Committee to provide assistance to a person who is not eligible for assistance, in accordance with the terms of the Order.

(4) Where an applicant or a recipient becomes a patient or resident in a Government operated facility including a hospital, elderly or nursing home, or other residential facility for a period in excess of two months his or her assistance shall be suspended until such time that he or she is discharged from the Government operated facility.

(5) Where a recipient is incarcerated his or her assistance shall be suspended until such time that he or she has been released from prison.

Types of  
assistance.

**17.** (1) Public assistance may be provided in the form of financial assistance or assistance in kind.

(2) Financial assistance shall be

- (a) short term, for a period of less than three consecutive months;
- (b) medium term, for a period of not less than three months or more than six consecutive months; or
- (c) long term, for a period of not less than six months or more than twelve consecutive months.

(3) Notwithstanding subsection (2), the Committee may provide emergency assistance, for a period not exceeding one month to, or for the benefit of a person, subject to such conditions as the Minister may by Order prescribe.

(4) Notwithstanding subsections (2) and (3), the Committee may provide public assistance for a specified purpose, in a fixed amount to be determined by the Committee.

Disability  
assistance.

**18.** (1) Where a disabled person applies for assistance, the Committee shall ensure that the applicant's disability is certified by a medical practitioner before approving assistance under this Act.

(2) For the purposes of subsection (1), the Committee may, refer the applicant to a medical practitioner for assessment and certification of disability and if such certification is not obtained, the Committee may refuse the application.

Application  
for assistance.

**19.** (1) A person desirous of receiving public assistance shall submit to the

Schedule

Committee through the Department, an application in the form set out in the Schedule.

(2) An application under subsection (1) shall be accompanied by such documents or information pertaining to the request for assistance, as may be prescribed or specified on the application form.

(3) The Committee may request that the applicant provide written authorisation given to the Chief Social Development Officer authorising him or her to approach the landlord, bank, employer or any other person in order to verify any documents, statement or information provided by the applicant.

(4) Where the applicant is unable to make the application personally, the application may be made by a person authorised to act on behalf of the applicant.

**20.** (1) The Committee shall, within thirty working days from the date of receipt of an application and upon being satisfied that the application is in order and complies with this Act and any regulations made under the Act, grant the application.

Grant or refusal of application for assistance.

(2) Where it appears to the Committee that the applicant does not qualify for assistance under this Act, the Committee shall refuse the application and inform the applicant in writing accordingly, stating the reasons.

(3) For the purposes of subsection (2), the Committee may require the applicant to provide further information and may for that purpose specify such period as it considers appropriate, being not less than fourteen days and not more than thirty days from the date of the notice, within which the applicant must submit the requested information.

**21.** (1) Every person granted assistance under this Act shall

Conditions for receiving assistance.

- (a) notify the Department in writing, forthwith, of any change in
  - (i) his or her circumstances which would make him or her ineligible to receive further assistance;
  - (ii) his or her address;
  - (iii) the circumstances of a member of his or her household who is directly or indirectly benefiting from the assistance; and
- (b) provide such information and produce such documents as the Committee may reasonably require;

- (c) attend at such time and place as the Committee may require to be examined as to his or her means and circumstances;
- (d) inform the Department of his or her intention or the intention of any dependent who is benefiting from assistance under this Act, to be absent from the Virgin Islands for a period of more than sixty days;
- (e) inform the Department of his or her intention or the intention of any dependent who is benefiting from assistance under this Act, to relocate outside of the Virgin Islands.

(2) Without limiting subsection (1), the Committee may, request that the applicant or recipient

- (a) enter into employment as specified by the Committee or as recommended by the Chief Social Development Officer;
- (b) participate in a specific employment-related programme that, in the Committee's opinion, will assist the applicant or recipient to
  - (i) find employment, or
  - (ii) become more employable;
- (c) attend a specified course of vocational training or other training as specified by the Committee;
- (d) apply payments received under this Act for such purposes as specified by the Committee.

Review of  
assistance.

**22.** (1) The Committee may review any decision given in relation to a grant of public assistance

- (a) on new facts being brought to its notice;
- (b) if it is satisfied that a decision was given in ignorance of, or was based on a misrepresentation as to some material facts;
- (c) where a question has arisen in relation to a recipient's eligibility or continued eligibility for assistance;
- (d) where in the opinion of the Committee there may be or has been a change in circumstances;

- (e) where the Committee is satisfied that the recipient, without reasonable excuse, is not complying with or has not complied with a condition of his or her grant of public assistance or with the provisions of this Act and any regulations made under it.

(2) Notwithstanding subsection (1), the Committee may review a grant of public assistance at least once a year to determine if a recipient is still eligible and the amount of assistance to which he or she may be entitled.

(3) Where the Committee is reviewing a grant of public assistance pursuant to subsection (1), the Chairperson may authorise the suspension of the assistance in whole or in part until that question has been determined by the Committee.

**23.** (1) Following a review in accordance with section 22, the Committee may vary, suspend or revoke the assistance being provided.

Variation,  
suspension or  
revocation of  
public  
assistance.

(2) Where the Committee intends to suspend or revoke public assistance, the Committee may, where it thinks fit, appoint a person to receive the assistance on behalf of, the recipient or, another person who has been benefiting directly or indirectly from the assistance.

(3) A person appointed under subsection (2), shall apply the assistance for the benefit of, the recipient, or the person who has been benefiting directly or indirectly from the assistance, subject to such conditions as the Committee may determine.

**24.** (1) A recipient whose assistance has been revoked by the Committee may reapply for assistance if

Application  
after revocation  
of assistance.

- (a) in the case of a first revocation of assistance, not less than three months have elapsed from the date the assistance was revoked;
- (b) in the case of a second revocation, not less than six months have elapsed from the date of the second revocation of the assistance; or
- (c) in the case of a third, or subsequent revocation, not less than one year has elapsed from the date of the latest revocation of the assistance.

(2) Where a person has had assistance revoked and applies for subsequent assistance he or she shall not be granted arrears for any period during which the assistance was revoked.

**25. (1)** Public assistance shall be paid by cheque, direct bank deposit or any other manner which the Minister may by Order prescribe and shall be given at such place or places and on such days as the Minister may by Order prescribe.

Time and manner of paying or giving assistance.

(2) Public assistance shall whenever practicable, be given to the recipient personally, and when not practicable, the assistance shall be given to someone authorised to receive the same on behalf of the recipient.

Obligations of a parent or child of a recipient.

**26. (1)** For the purposes of this Act, the parent or child of a recipient, if possessed of sufficient means, shall maintain the recipient where the recipient is in need by reason of age or disability.

(2) On the application of the Committee, a Magistrate may make an order requiring any person liable under subsection (1) for the maintenance of a person to maintain that person in such manner as may be set out in the Order, and such Order may, include a direction for the repayment to the Committee of a part or the whole of any sum disbursed by the Committee in maintaining that person.

(3) A person who fails to comply with an Order made by a Magistrate under this section shall be dealt with in accordance with section 146 of the Magistrates Code of Procedure Act.

Cap.44

Liability of person's property for relief.

**27. (1)** Where a person to whom assistance is being granted, or has been granted under this Act, owns or becomes possessed of any property, while receiving assistance then the amount expended under this Act to the recipient shall be deemed to be a debt due from such person and his or her personal representatives and assigns to the Government and shall be recoverable by the Government according to law except that, nothing in this section shall relieve any person from any criminal liability which he or she would incur if this section were not law.

(2) A person referred to in subsection (1) shall only be liable for the amount expended after he or she becomes possessed of the said property.

Recovery of overpayments.

**28. (1)** The Committee may require a recipient to repay any sum of money improperly paid under this Act as a result of non-disclosure of facts, misrepresentation or for any other cause and may suspend further payments of public assistance until such sums have been repaid.

(2) The Committee may waive the overpayment or may require the recipient to pay a reduced amount where the Committee is satisfied that a recipient has exercised due care and diligence to avoid the overpayment.

(3) Where the Committee determines that the recovery of an overpayment from a recipient or, in the event of his or her death, from his or her estate, would cause undue hardship to the recipient or to a member of his or her household benefitting directly or indirectly from the assistance, the Committee may waive

the overpayment or may require the recipient or the estate, as the case may be, to pay a reduced amount.

(4) Where any sum is required to be repaid by a recipient under subsection (1), the Committee may recover such sums as a debt owing to Government in a court of competent jurisdiction.

**29.** All proceedings taken by the Committee under this Act shall commence and be carried on by such person as may be appointed generally, or in any particular case by resolution of the Committee, and any penalty or order imposed by this Act shall be recovered and enforced under the provisions of the Magistrate's Code of Procedure Act.

Proceedings  
by the  
Committee.

Cap. 44

## **PART IV**

### **PUBLIC ASSISTANCE APPEAL BOARD**

**30.** (1) There is established by this Act, for the purposes of hearing appeals against decisions of the Committee, a Public Assistance Appeal Board (in this Act referred to as "the Appeal Board").

Public  
Assistance  
Appeal Board.

(2) The Appeal Board shall consist of not more than five members appointed by the Minister, with the approval of the Cabinet.

(3) The Minister shall appoint the Chairperson and Deputy Chairperson of the Appeal Board from among the members.

(4) The Chairperson shall preside at all meetings of the Appeal Board, or in his or her absence the Deputy Chairperson shall preside.

(5) The members shall be appointed by the Minister for a term not exceeding three years but are eligible for re-appointment.

(6) Where the Chairperson or any other member is absent from the Virgin Islands or for any other reason is unable to act, the Minister may appoint a person to act in his or her place for the period of his or her absence or inability to act.

**31.** A person aggrieved by a decision of the Committee may, within thirty days of receiving written notice of the decision, appeal to the Appeal Board in the manner prescribed.

Rights of  
Appeal.

**32.** (1) The Appeal Board shall, after hearing an appeal,

Determination  
of Appeals.

(a) affirm the decision appealed against;

(b) vary the decision appealed against; or



- (c) set aside the decision appealed against and remit the matter concerned for reconsideration by the Committee in accordance with such direction as the Appeal Board may consider fit.

(2) The Board shall forward a notice of its decision together with a statement of its reasons to the appellant and to the Chairperson of the Committee and unless the Committee otherwise directs, the determination shall come into operation when the notice is given to the appellant and to the Chief Social Development Officer.

## **PART V**

### **MISCELLANEOUS PROVISIONS**

Death of  
recipient.

**33.** Where a recipient dies, the Committee may authorise the Chief Social Development Officer to pay the assistance for the month in which the death occurs to a member of his or her household who has been benefiting directly or indirectly from the assistance.

Death of an  
applicant.

**34.** An application for assistance shall be treated as having lapsed where the applicant dies before any determination in respect of the application is made.

Rates of  
assistance.

**35.** The Minister may, by Order, with the approval of Cabinet, specify the rates of assistance that may be granted under this Act.

Cabinet to  
review Act.

**36.** Cabinet shall review this Act every three years to determine whether its provisions remain appropriate for the purposes of the Territory.

Confidentiality.

**37.** (1) Employees of the Department or members of the Committee shall keep confidential all information which comes to their knowledge in the discharge of their duties under this Act, except as required for an inquiry in respect of any matter under this Act or on the order of a court of competent jurisdiction.

(2) An employee of the Department who contravenes subsection (1), commits misconduct and shall be dealt with in accordance with the relevant law relating to misconduct in the public service.

(3) A person, other than an employee of the Department, who contravenes subsection (1) commits an offence and is liable on summary conviction to a fine not exceeding two thousand five hundred dollars.

Power of entry.

**38.** (1) Subject to subsection (2), a Social Worker authorised in writing by the Committee, may enter premises occupied by an applicant or a recipient, at any time between eight o'clock in the morning and six o'clock in the evening to make such examinations and inquiries as the Committee may deem necessary for

investigating the circumstances of the applicant or recipient or other member of the household.

(2) A person who intends to enter any premises for the purposes of subsection (1) shall, except where the circumstances are such that giving a written notice would defeat the purpose for which entry is sought, give the applicant or recipient not less than twenty-four hours written notice of his or her intention to enter the premises.

(3) Before exercising any powers under this section, the Social Worker authorised by the Committee to exercise the said powers shall provide evidence of his or her identity and produce evidence of his or her authorisation to do so.

**39.** A person who, having been required by this Act or any regulations made under this Act to attend and give evidence, fails without reasonable excuse to attend or give evidence, commits an offence and is liable on summary conviction to a fine not exceeding one thousand dollars. Failure to attend and give evidence.

**40.** A person, who without reasonable excuse alters, suppresses, conceals, destroys or refuses to produce any document which he or she is required to produce in accordance with this Act or any regulations under this Act, or which he or she is liable to be so required to produce, commits an offence and is liable on summary conviction to a fine not exceeding five thousand dollars. Alters, suppresses, conceals, destroys etc documents .

**41.** (1) The Minister may make such regulations generally for the purposes of carrying out the objectives of this Act. Regulations.

(2) Without prejudice to subsection (1), the regulations may make provision for

- (a) the criteria for eligibility for public assistance under this Act, including
  - (i) the determination of the financial resources or assets of an applicant or recipient; and
  - (ii) the income or assets of an applicant or recipient which is to be taken as exceeding or not exceeding a prescribed amount;
- (b) the information to be supplied by, or on behalf of applicants or recipients;
- (c) any forms that may be required under this Act;

- (d) the maintenance of adequate records of applications for public assistance, reports and decisions thereof and the amount of public assistance paid;
- (e) prescribing the manner in which appeals may be brought and the procedure to be followed in conducting those appeals and matters incidental to or consequential on such proceedings;
- (f) prescribing anything that is required to be prescribed by this Act.

Repeal and  
savings.

**42.** (1) The Public Assistance Ordinance is repealed.

Cap.265

(2) Any act, direction or thing duly done by any person under the repealed Ordinance which is in force on the commencement date shall, on the commencement of this Act, be deemed to have been done under this Act to the extent of its consistency with this Act.

## SCHEDULE

[Sections 19 (1)]



### Government of the Virgin Islands PUBLIC ASSISTANCE APPLICATION

Applicant Information		
<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
<hr/>		
<b>Current Physical Address</b>		
<hr/>		
<b>Current Mailing Address</b>		
<hr/>		
<b>Email Address:</b> _____		
<b>Home Phone:</b> _____ <b>Daytime Telephone:</b> _____		
<b>Place of Birth:</b> _____ <b>Date of Birth:</b> _____ <b>Age:</b> _____		
<b>Immigration Status:</b> <input type="checkbox"/> Belonger <input type="checkbox"/> Resident <input type="checkbox"/> Other		
<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female		
<b>Marital Status:</b> <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Separated		
<b>Race/Ethnicity:</b> <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Asian <input type="checkbox"/> Other: _____		
<b>Education</b> (Check the highest education level attained) <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> H.S. Grad/GED/Alternative Programme <input type="checkbox"/> College/ University		
<b>Work Status:</b> <input type="checkbox"/> Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Student		
<b>Occupation:</b> _____		
<b>Name of Employer(s):</b> _____ <b>Length of time at job</b> _____		
<b>Address:</b> _____ <b>Contact #:</b> _____		
<b>Social Security Number</b> _____		

<b>ASSISTANCE REQUEST</b>			
Type of Assistance Requested:			
<input type="checkbox"/> Food and household supplies	<input type="checkbox"/> Transportation Assistance		
<input type="checkbox"/> Rent Assistance	<input type="checkbox"/> Funeral & Burial Assistance		
<input type="checkbox"/> Utility Assistance	<input type="checkbox"/> Financial Assistance		
<input type="checkbox"/> Child Care Assistance	<input type="checkbox"/> Emergency Assistance		
<input type="checkbox"/> Medical Assistance	<input type="checkbox"/> Other (specify) _____		
<input type="checkbox"/> Repairs to dwelling house			
<b>HOUSEHOLD COMPOSITION AND CHARACTERISTICS</b>			
List the Head of Household and all other members of the household. Indicate the relationship of each family member to the Head of Household.			
Household Member Name	Relationship to Head of Household	Gender	Age

<b>INCOME INFORMATION</b>				
Includes: Wages, salaries and tips, alimony, child support, retirement income, part-time income, temporary income, Social Security, other benefits, other income.				
List ALL household members and their incomes. Attach a separate sheet if you need more space.				
Household Member Name	Occupation	Source of Income (include employer name and phone number)	Rate of Pay	Payment Basis (weekly, monthly, etc.)

<b>Expense Information</b>				
Indicate the MONTHLY dollar expenditures for your family.				
Rent \$ _____	Phone \$ _____	Medical \$ _____	Electric \$ _____	Car Payment \$ _____
Cable TV \$ _____	Credit Card(s) \$ _____	Gas \$ _____	Car Insurance \$ _____	Loan(s) \$ _____ \$ _____
Water \$ _____	Child Care \$ _____	Mortgage \$ _____	Food \$ _____	Other (specify) \$ _____
				Total \$ _____

**Asset Information**

No	Source	Yes	No	Amount
1.	Cash			\$
2.	Savings Account			\$
3.	Checking Account			\$
4.	CD's			\$
5.	Stock/Bonds			\$
6.	Trust Funds			\$
7.	Real Estate/Property Owner Estimate value Is the Real Estate/Property Rented? Monthly Income Asset			
8.	Vehicle Owner			
9.	Social Security Are you receiving Social Security from the U.S. or another country? If Yes, indicate amount			_____ \$ _____
10.	Pension/Retirement Income Are you receiving Pension/Retirement Income from the U.S.? If yes, indicate amount			_____ \$ _____
11.	Have you applied for assistance from other sources? (Government Ministers/ ministries, NGO's, etc?)			
12.	Are you receiving assistance elsewhere? How much?			\$ _____
<b>TOTAL ASSET</b>		\$		

**Home Description:**

House \_\_\_\_\_ Apartment Complex \_\_\_\_\_

Number of bedrooms \_\_\_\_1 \_\_\_\_2 \_\_\_\_3 \_\_\_\_4 \_\_\_\_5 \_\_\_\_6 or more

Name of Landlord \_\_\_\_\_

**APPLICANT CERTIFICATION**

I understand the information provided above is collected to determine if I am eligible to receive Public Assistance. I hereby certify that all the information provided herein is true and correct. I understand that providing false statements or information will result in my application being denied. I give approval for the Public Assistance Committee to conduct a Social Investigation of the information I have supplied.

I have read the above certification and it was also read to me: \_\_\_\_\_Initials

**AUTHORISATION TO EXCHANGE/OBTAIN INFORMATION**

**I hereby give permission to the Social Development Department to exchange/obtain information for the purpose of conducting a Social Assessment. \_\_\_\_\_Initials**

**Signature of Application**

**Date**

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***For Official Use Only:***

**Type of Client:** ☐New ☐Established **Assigned Social Worker:** \_\_\_\_\_

**Type of Contact:** ☐Walk-in ☐Appointment ☐Referral (list referral source)

\_\_\_\_\_

**Total Asset \$** \_\_\_\_\_ **Total Monthly Expenditure \$** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Public Assistance Committee Decision**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date of P.A.C. Ruling:** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Chairperson**

### **GENERAL REQUIREMENT CHECKLIST**

The following official documents must be submitted as part of the application requirement.

- ☐ Driver's License (if applicable)
  - ☐ Social Security Card (if applicable)
  - ☐ Proof of Status (one of the following):
    - \_\_\_\_ Birth Certificate
    - \_\_\_\_ Passport
    - \_\_\_\_ Belonger Card
    - \_\_\_\_ Naturalisation Certificate
  - ☐ Copy of Expenses (submit copies of the following)
    - \_\_\_\_ Rent/Mortgage/other Loans
    - \_\_\_\_ Utilities (Water, Gas, Electricity, Cable)
    - \_\_\_\_ Proof of Income
- 

Passed by the House of Assembly this 20<sup>th</sup> day of December, 2013.

(Sgd.) Ingrid Moses-Scatliffe,  
Speaker.

(Sgd.) Phyllis Evans,  
Clerk of the House of Assembly.