

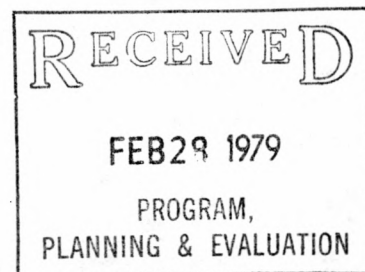
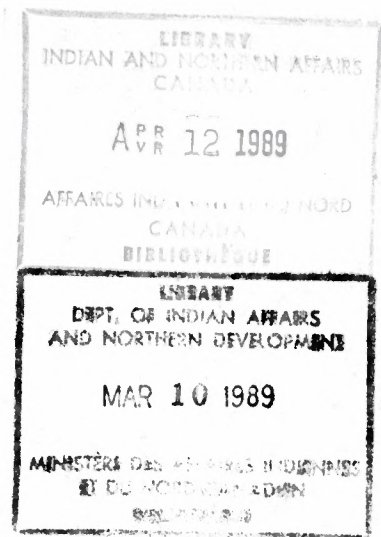
Canada. Dept. of Indian Affairs and
Northern Development.

Social assistance and related social
development programs of the Department of
Indian and Northern Affairs.

E78.A34
C356

SOCIAL ASSISTANCE
AND
RELATED SOCIAL DEVELOPMENT PROGRAMS
OF THE

DEPARTMENT OF INDIAN AND NORTHERN AFFAIRS



Approved and distributed with
compliments of

Mr. J.D. Nicholson
Regional Director General
Alberta Region
Indian and Inuit Affairs Program

PREFACE

The Manual and Its Use

A comprehensive statement of policy and procedures is essential to the fair and the consistent administration of the Social Assistance Program.

All Manuals are numbered and have been issued to a specified position.

Additions and revisions to the Manual will be sent directly to each Manual holder. Each amendment should be studied prior to insertion in the Manual.

Please direct all enquiries of clarification to the District Superintendent of Social Development, the Area Co-ordinator of Social Development, or the Social Services Administrator assigned to your Band.

AMENDMENT REGISTER

[illegible]

TABLE OF CONTENTS

SOCIAL ASSISTANCE PROGRAM MANUAL

Chapter 1

INTRODUCTION

Chapter 2

ADMINISTRATIVE ARRANGEMENTS

Section 1 - Departmental Administration

- 2.01 Basic Arrangements for Administration of the Social Assistance Program
- 2.02 Indian Band Government Administration
 - A) Duties and Responsibilities of Chief and Council
 - B) Employment of Band Welfare Administrators and Welfare Staff
 - C) Welfare Committees
- 2.03 Responsibilities of Indian and Northern Affairs in the Administration of the Social Assistance Program
 - A) District Office and Area Service Centre
 - B) Regional Office
 - C) Headquarters, Ottawa

Section 11 - Federal/Provincial Government

Service Boundaries and Responsibilities

- 2.04 Residence and Responsibility

Chapter 3

CLASSIFICATION OF NEED

- 3.01 Classification of Persons in Need
 - A) Health Reasons
 - B) Social Reasons
 - C) Economic Reasons

Chapter 4

APPLICATION POLICIES AND PROCEDURES

- 4.01 A) Completion of Application for Social Assistance Form
- B) Completion of Budget and Decision Form
- C) Other Forms Used in Documentation
- D) Eligibility Assessment
- 4.02 Establishing Eligibility for Continuing Social Assistance Allowances
- 4.03 Casework and Counselling Services

Chapter 5

DETERMINATION OF ELIGIBILITY.

- 5.01 The Budget-Deficit Method of Computing Eligibility Eligibility

Section I - Determination of Resources

- 5.02 Personal Property
- 5.03 Earned Income
- 5.04 Unearned Income
- 5.05 Exclusions in Assessing Resources
- 5.06 Income from Roomers and Boarders
- 5.07 Computing Income from Self-Employment

Section II - Determination of Need

- 5.08 General Definitions
- 5.09 Allowances for Secondary School Students
- 5.10 Assistance to Non-Indians and Determination of Responsibility by Head of Household Status
- 5.11 Common-law Relationships
- 5.12 Assistance to Persons in Approved Life Skills and Pre-employment Training Programs
- 5.13 Assistance to Single Employable Applicants
- 5.14 Fine Option Program

Chapter 6

CONDITIONS OF ELIGIBILITY

- 6.01 General
- 6.02 Responsibilities of Applicants and Recipients
- 6.03 Parent and Spouse Maintenance Responsibilities
 - A) Children of Unmarried Parent Services (CUP)
 - B) Maintenance of Spouse and Dependent Children
- 6.04 Payments of Allowances
- 6.05 Method of Payment
- 6.06 Payment of Allowances by Cheque Distribution from Supply and Services Canada
- 6.07 Administration of Social Assistance Allowances
 - A) General Policy
 - B) Administration by Issuing Authority
 - C) By a Third Party
- 6.08 Fraud
- 6.09 Recovery Services

Chapter 7

FINANCIAL ASSISTANCES RATES

- 7.01 Standard Social Assistance Budget
- 7.02 Classification of Need
 - A) Emergency or Once Only Allowances
 - B) Composite Short-Term Allowances
 - C) Composite Long-Term Allowances
- 7.03 Food Allowance
- 7.04 Clothing Allowance
- 7.05 Personal Allowance
- 7.06 Household Allowance
- 7.07 Table of Composite Allowances

- 7.08 Shelter Allowances
 - A) On-Reserve
 - B) Off-Reserve
 - 1. Rented Accommodation
 - 2. Purchase Accommodations or Home Payments on a Mortgage or Agreement for Sale
 - 3. Public Housing Rental
 - 4. Rental Damage Deposits
- 7.09 Room and Board Allowances
- 7.10 Per Diem Funding of Community Residence Centres and Halfway Houses
- 7.11 Comforts Allowance
- 7.12 Fuel and Utilities Allowances
 - A) Preamble
 - B) Eligibility
 - C) Utilities
 - 1. Electric Power
 - 2. Water and Sewer Service
 - 3. Water Delivery
 - D) Fuel

Chapter 8

SPECIAL NEED ALLOWANCES AND RELATED ASSISTANCE

Section 1 - Special Need Allowances

- 8.01
 - A) Preamble
 - B) Procedure
- 8.02 Household Furniture and Major Appliances
- 8.03 Homemaker Services - Preamble
 - A) Eligibility
 - B) Services
- 8.04 Special Diets
- 8.05 Transportation
- 8.06 Babysitting
- 8.07 Day Care Services
- 8.08 Telephones

- 8.09 Clothing
- 8.10 Emergency Groceries
- 8.11 Other
- 8.12 Assistance to Burn-Outs and Other Catastrophies
- 8.13 Funerals
 - A) Preamble
 - B) Eligibility
 - C) Benefits
- 8.14 Autopsy Costs
- 8.15 Recovery from Estates

Section 11 - Related Assistance

- 8.16 Assistance in Exceptional Circumstances
- 8.17 Health Care
- 8.18 Legal Services

Chapter 9

WORK INCENTIVE ALLOWANCES AND EARNING EXEMPTIONS

Section 1 - Work Incentive Policies

- 9.01 Income from Employment
- 9.02 Income from Self-Employment

Section 11 - Earning Exemptions and Expenses

- 9.03 Compulsory Payroll Deductions
- 9.04 Essential Transportation for Employment
- 9.05 Child Day Care and Babysitting Expenses
- 9.06 Other Employment Related Expenses

Chapter 10

GUARDIAN SOCIAL ALLOWANCES

- 10.01 General
- 10.02
 - A) Eligibility
 - B) Responsibilities
 - C) Benefits
 - D) Documentation

Chapter 11

CONFIDENTIALITY

- 11.01 Statement of Confidentiality

Chapter 12

RECORDS, REPORTS, ACCOUNTING GUIDELINES AND PROCEDURES

Section 1 - Records and Reports

- 12.01 Maintenance of Social Assistance - Personal and Family Records
- 12.02 Definition of Units of Service

Section 11 - Accounting Guidelines and Procedures

- 12.03 Band Administered
- 12.04 Transitional Administration
- 12.05 Department Administration

Chapter 13

ADMINISTRATIVE REVIEW AND APPEAL

- 13.01 General
- 13.02 Administrative Review
- 13.03 Composition and Selection of Regional Appeal Committee
- 13.04 Training of Regional Appeal Committee Members
- 13.05 Terms of Reference of Regional Appeal Committee
- 13.06 Place of Appeal Hearings
- 13.07 Hearings of the Regional Appeal Committee
- 13.08 Records of the Regional Appeal Committee
- 13.09 Implementation of Decisions or Recommendations
- 13.10 Remuneration and Travel Allowances

Chapter 14

EMPLOYMENT SERVICES

- 14.01 General

- 14.02 Band Work Process
 - 1. Objective
 - 2. Program Policy
- 14.03 Work Opportunity Programs
- 14.04 Responsibilities of Staff for Employment Projects

APPENDIX

1. Forms

- INASD 10-78-1 Application for Social Assistance
- INASD 10-78-2 Medical Release and Assessment
- INASD 10-78-3 Application for Special Need Allowances
- INASD 10-78-4 Rental Report
- INASD 12-78-5 Budget and Decision Form
- INASD 10-78-6 Guardian Social Allowances Application
and Authority Form
- INASD 12-78-7 Form for Cancellation or Extension of
Indian Affairs - Child Care or Social
Assistance
- INASD 10-78-8 Notice of Appeal of a Decision

2. Sample Job Descriptions

3. Local Service Agreement

SUPPLEMENTARY INFORMATION

- S-1 Social Work Principles in Social Assistance Administration
- S-2 Guidelines for Monitoring the Social Assistance Program
- S-3 Family Allowance Rates in Alberta
- S-4 Old Age Security and Guaranteed Income Supplement Allowances
and Spouse Allowances
- S-5 Basic Steps in the Interview

Chapter 1

INTRODUCTION

Indian people, like other Canadian citizens, are responsible for managing their own affairs and maintaining themselves and their dependents to the extent their individual circumstances permit. In any community, some individuals and families, for a variety of reasons and often through no fault of their own, are unable to provide for themselves and their dependents. Accordingly, situations exist whereby individuals and families must receive assistance from the community if their basic living needs are to be met.

The basic objective of the Department of Indian and Northern Affairs, in respect to social services, is to ensure that Indians have available to them social services and benefits comparable to other residents of the province or community in which they reside. It must be emphasized that, although provincial regulations are used as guidelines, they are not necessarily the same as Departmental regulations.

T.B. Minute No. 627879 dated July 23, 1964, enables Indian and Northern Affairs to adopt and follow provincial standards and regulations for the administration of financial assistance to Registered Indians. Financial assistance shall be paid only to, or in respect of, a Registered Indian who resides on a reserve or Crown lands in Alberta and who, if the financial assistance were not provided, would lack the basic necessities of life.

Because provincial and municipal social services are not available to most Indians residing apart from reserves in Alberta, Indian and Northern Affairs has been providing assistance.

The Social Assistance Program provides for assistance necessary to maintain health, safety, and family unity. The assistance provided covers basic needs such as food, clothing, shelter costs, fuel, utilities, and personal and household supplies. The amount of assistance available for basic needs is established in accordance with relevant provincial social assistance rates. In addition to allowances for basic needs, special assistance necessary for the safety, well-being and rehabilitation of the individual and family may be allowed.

The broad objectives of the Social Assistance Program are: to encourage the individual or family to be self-supporting and self-reliant to the extent individual circumstances permit; to enable individuals and families to assume primary responsibility for managing their own affairs and to participate fully in the life of the community; to nourish and develop individual and family strengths through availability of developmental social services; and, to foster the development of wholesome community life.

The Social Assistance Program is only one of a network of federal and provincial programs of income security. It incorporates a needs test principle which is costly to administer and is to be used only if other income maintenance programs are unavailable.

Under Section 91 of the British North America Act, the Government of Canada has a general responsibility with respect to Indians. Section 88 of The Indian Act provides that, subject to the terms of any treaty or other Act of Parliament, all provincial laws of general application should apply to Indians in the province except to the extent they are inconsistent with The Indian Act. It is, therefore, a matter of policy rather than as a statutory or treaty obligation that the Government of Canada provide certain social services to Registered Indians and, each year, the Department of Indian and Northern Affairs has asked Parliament through Appropriation Acts for the authority and resources to provide such benefits and services.

It is expected that Indians residing apart from reserves will be provided assistance from the responsible municipal or provincial welfare authorities and on the same basis as other citizens.

The Department of Social Services and Community Health, Government of Alberta, has agreed to accept administrative and funding responsibility for social assistance issued to Indians who are members of bands in Alberta; who are living apart from reserves, excluding residents of Northern Alberta; who are in need; and, who are endeavouring to establish themselves as self-supporting. Under the Canada Assistance Act, the Government of Alberta can recover from the Government of Canada fifty percent of the cost of assistance issued.

An understanding exists between the provincial Department of Social Services and Community Health and the Department of Indian and Northern Affairs whereby responsibility for social assistance to Indian and non-Indian residents of reserves will be the responsibility of the Department of Indian and Northern Affairs. In addition, if the head of the family unit eligible for social assistance is Indian, funding responsibility for the assistance issued will be assumed by Indian and Northern Affairs; if the head of the family unit is non-Indian, funding responsibility will reside with the provincial Department of Social Services and Community Health.

If socially desirable results are to be obtained, the local community must be informed of and support the basic philosophy and principles of the Social Assistance Program. Provision has been made for Indian Band Governments to participate in the administration of the Social Assistance Program.

Social assistance regulations and procedures have been conceived to incorporate sound social welfare principles and practices into the administration of the program and to assert clearly the rights and responsibilities of the social assistance clientele. Only through a systematic approach to the administration of social assistance, is it possible to ensure that governmental policy is being implemented properly and the rights of Indians respected and protected.

Economic dependency is extremely costly not only to the individual and his family but also to the local community and nation. Accordingly, every effort must be made to administer the program to assist the individual to gain or regain economic self-sufficiency and to mobilize and utilize available social and economic development services.

ADMINISTRATIVE ARRANGEMENTS

Section 1 - Departmental Administration

2.01 Basic Arrangements for Administration of the Social Assistance Program

There are three basic arrangements for the administration of the Social Assistance Program:

1. Indian and Northern Affairs staff may administer the program. Department
2. Indian and Northern Affairs and an Indian Band may administer the program jointly, as a training phase preliminary to a band assuming administrative responsibility for the Social Assistance Program, or as a remedial training experience for bands which have encountered serious problems in administering the Social Assistance Program. This administrative arrangement is for an indefinite time period during which Departmental and Band staff will co-sign any financial commitment against program funds. A Regional Program staff review shall be completed before administrative responsibilities can be assigned to the Band. Transitional
3. Indian and Northern Affairs may assign to an Indian band which has expressed a desire to administer the program and has demonstrated capability and met all predefined conditions, responsibility for administering the Social Assistance Program in accordance with Departmental regulations. Band

Although administrative responsibility for the Social Assistance Program may be transferred to an Indian band, the Department of Indian and Northern Affairs remains accountable to the

2.01
(cont'd.)

Government of Canada and to Indian people for ensuring that the social assistance regulations have been adhered to and assistance at authorized rates, is provided to those and only to those for whom it is intended.

2.02 Indian Band Government Administration

Band Council and the three levels of Indian and Northern Affairs Administration have their respective roles in the implementation of the established program.

A. Duties and Responsibilities of Chief and Council

Under the Local Government Program, a Band Council may be approved by Band Council Resolution and formal agreement with Indian and Northern Affairs to administer the Social Assistance Program. The Chief and Council undertake to ensure that:

- a) The program is administered in accordance with Indian and Northern Affairs social assistance regulations and procedures for Alberta;
- b) assistance is provided to Indian and non-Indian reserve residents who meet the eligibility requirements; Chief and Council may recommend repatriation if the recipient would be better provided for by his own band or community;
- c) all records required by the regulations, including Budget and Decision Forms which must be completed to determine entitlement of an individual applicant, are maintained and are available to Indian and Northern Affairs for program and financial audits;
- d) Indian and Northern Affairs is provided with statistical and/or other documentation as required;
- e) competent staff is employed to administer the program;
- f) band welfare staff with no social assistance training are required to participate in available training programs; and,
- g) other conditions as agreed upon.

2.02
(cont'd.)

At the beginning of each fiscal year Indian and Northern Affairs will provide the Band with an accountable advance in accordance with the agreement.

Indian and Northern Affairs will reimburse the Band monthly for social assistance expenditures on the submission of claims supported by such evidence as Indian and Northern Affairs may require except that, towards the end of the fiscal year, only such reimbursement shall be made as will result in a nil balance at the end of the fiscal year.

Prior to the beginning of a government fiscal year and in a manner prescribed by Indian and Northern Affairs, an Indian Band shall negotiate with the Local Government Team and/or Social Development staff of Indian and Northern Affairs a budget for the administration of the Social Assistance Program.

The budget shall make provision not only for direct expenditures for social assistance to and on behalf of clients but also salary, travel, and program overhead costs related to the administration of the program.

Funds allocated in the budget for social assistance, excluding staff salary, travel benefits and administrative costs, should not be considered band resources. If social assistance expenditures exceed budgetary projections, a supplement may be requested and reasons for the increase must be explained and supported. If expenditures are less than budgetary projections, the remaining funds must be returned or credited to the Government of Canada within 15 days following the end of the fiscal year.

B. Employment of Band Welfare Administrators and Welfare Staff

If an Indian Band applies for and is granted authority to administer the Social Assistance Program on behalf of Indian and Northern Affairs, the Chief and Council shall appoint a Welfare Administrator and, if provided for in an agreement between the Department and the Band, additional staff who shall be responsible for performing those duties designated to an Issuing Authority.

2.02
(cont'd.)

The Indian Band should provide its welfare staff with a written statement of current personnel policies and practices and a written job description. A sample job description is appended.

Indian bands will be reimbursed monthly for salaries paid to welfare employees only in accordance with the approved salary allocation of Indian and Northern Affairs. Any band which compensates its welfare employees at a greater rate must find the funds from other sources. If a Welfare Administrator or a Welfare Aide terminates employment with a band, Indian and Northern Affairs should be informed of the reasons for termination and the salary for replacement staff shall be determined in accordance with the qualifications of the new employee and the salary schedule of Indian and Northern Affairs.

Program administration and overhead costs will be paid quarterly.

C. Welfare Committees

Some Indian bands have established Welfare Committees. Usually such committees derive from and remain accountable to the Chief and Council for what is expected of them. The terms of reference and powers of Welfare Committees should be defined clearly by the Chief and Council and may include functions such as policy and program review, service functions, etc.

A Welfare Committee has no power to change social assistance policy and regulations and shall not relieve the Issuing Authority of any duties or responsibilities under these regulations.

Members of a Welfare Committee shall receive no compensation under the Social Assistance Program.

2.03 Responsibilities of Indian and Northern Affairs in the Administration of the Social Assistance Program

A. Indian and Northern Affairs District and Area Service Centre staff:

- a) provides liaison and consultative services as requested by Band Councils;

2.03
(cont'd)

- b) assesses and audits Band Government social assistance program administration;
- c) takes necessary action to establish transitional administration or to return the program to Indian and Northern Affairs administration when Band Administration proves unsatisfactory;
- d) encourages and assists welfare administrators to participate in training programs;
- e) administers the Social Assistance Program to Indians residing apart from reserves, where necessary, and to residents of reserves where the Band government has not been assigned responsibility for administration of the Social Assistance Program.

B. Indian and Northern Affairs Regional Office staff are responsible for:

- a) establishing regional program regulations and procedures;
- b) supervising District and Area Service Centre administration of the program;
- c) assessing changes in the provincial social assistance program and adopting and adapting those changes for amendment to the Social Assistance Program, Indian and Inuit Affairs Program;
- d) assessing continually the adequacy of the regional program to meet the needs of Indians;
- e) recommending enriched services to fill obvious gaps in current programs, particularly in the area of preventative services;
- f) arranging for adequate staff and their deployment to meet program responsibilities; and,
- g) promoting staff training programs.

C. Primary responsibilities of Indian and Northern Affairs, Headquarters relate to:

- a) liaison and consultation in respect to regional program administration;
- b) monitoring regional administration to ensure implementation of the program in accordance with established departmental policy, regulations, and procedures;

- 2.03 (cont'd.)
- c) interpretation and communication of developments in Indian and Northern Affairs social welfare policy and proposed program changes; and,
 - d) program evaluation.

**Section 11 - Federal/Provincial Government Service Boundaries
and Responsibilities**

2.04 Residence and Responsibility

The Department of Social Services and Community Health, Government of Alberta, has agreed to accept administrative and funding responsibility for social assistance issued to Indians:

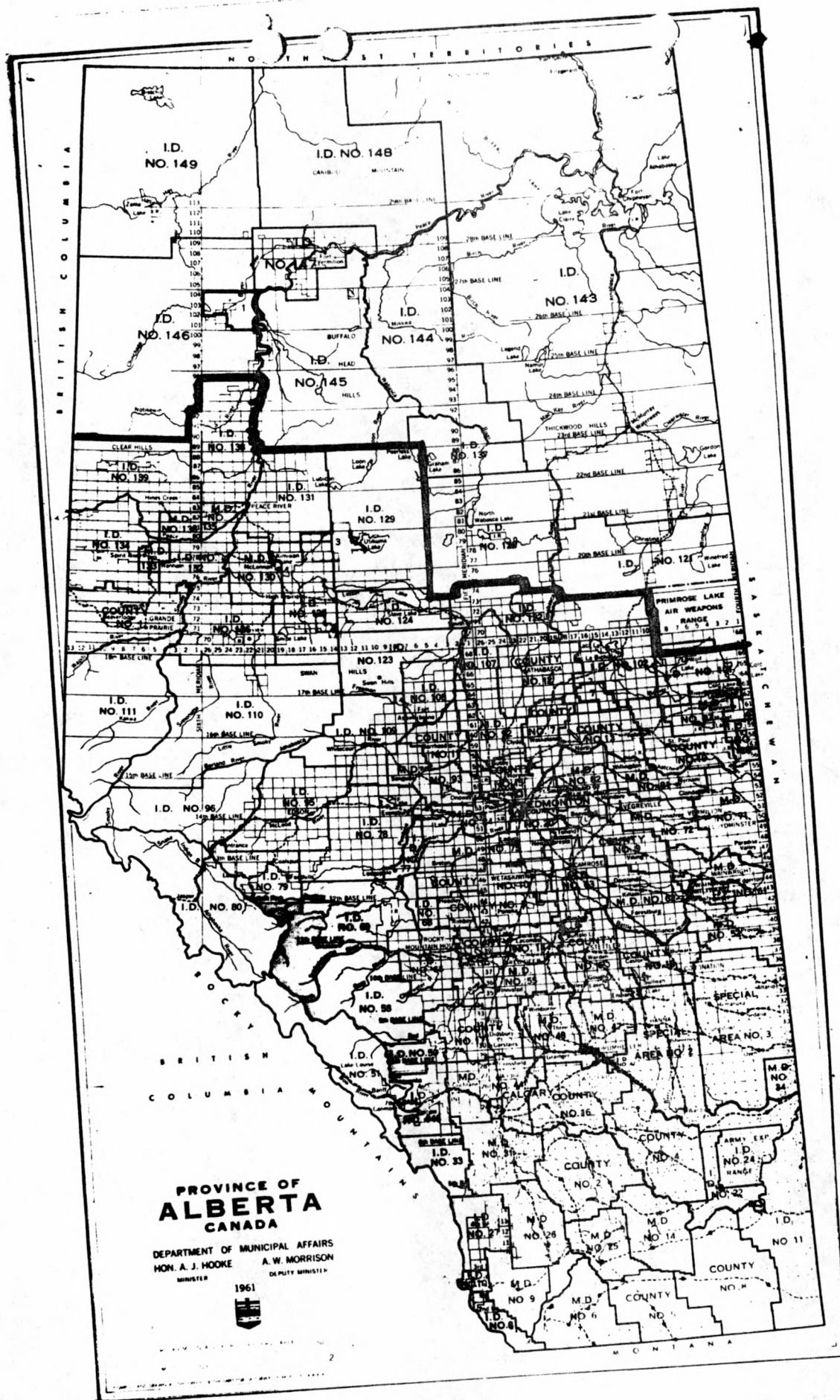
1. who are in need;
2. who are members of Bands in Alberta;
3. who are residing apart from reserves and south of the northern boundaries of the Department of Social Services and Community Health on July 1, 1962, as defined in the map on Page 8; and,
4. who are endeavouring to establish themselves as self-supporting.

Under the Canada Assistance Act, the Department of Social Services and Community Health can recover fifty percent of the costs of social assistance issued to Indians.

Indian and Northern Affairs accepts responsibility for:

1. reimbursing the Department of Social Services and Community Health for social assistance issued to Indians who come to Alberta from another province or who move to Southern Alberta under the sponsorship of the Federal/Provincial Farm Labour Board for the purpose of taking employment;
2. administering and funding social assistance to Indians residing north of the northern boundaries of the District Office of the Department of Social Services and Community Health in 1962; and,
3. administering and funding social assistance, excluding health care services, to non-Indians residing on reserves.

2.04 By agreement with the Department of Social Development,
(cont'd) Northwest Territories, the Department of Social Services and
Community Health will assist Registered Indians from the
Northwest Territories on the same basis as other provincial
residents. The Department of Social Services and Community
Health is reimbursed for assistance granted and administration
costs.



CLASSIFICATION OF NEED

3.01 Classification of Persons in Need

A. Health Reasons

Under this heading include: assistance provided because of temporary or permanent physical or mental illness or incapacity of the head of household or a single adult and confirmed by a certificate of a qualified medical practitioner and funeral expenses of a single person or the head of household.

B. Social Reasons

Under this heading include: assistance provided because the head of household or single person is unable to work or has insufficient income because he or she is giving care to an incapacitated legal or common-law spouse; to a parent; or, care and supervision of dependent children in the family. Usually, the latter will include widowed, divorced, separated or single parents. In communities where opportunities for employment are almost non-existent applicants or recipients over 55 years of age may be placed in this category.

C. Economic Reasons

Under this heading include: those units where the family head or single person does not come within either of the first two categories and where he/she is unable to work or has inadequate earnings because of lack of employment or other earning opportunities. The latter group will include persons whose income from employment, education, and training allowances, U.I.C. benefits, pensions, must be supplemented in order that their basic needs are met. A person with one or more children, 12 years of age or over, where both parent and child are mentally and physically healthy, shall be included in the economic classification.

APPLICATION POLICIES AND PROCEDURES

- 4.01 A. Completion of Application for Social Assistance Form
Assistance may be provided to a person only after an Application for Social Assistance Form has been completed and signed by the applicant and witnessed by the Issuing Authority.

The word "applicant" refers to the family head and, in all usual circumstances, shall be the husband or father. Only if the male head of the household is away from the community or physically or mentally incapacitated, should an application be accepted from another member of the family.

Every question on the Application for Social Assistance Form must be answered and "N/A" used when the question is Not Applicable to the applicant and his situation. The application form is a legal document used by the applicant and the Issuing Authority to enter into a contractual arrangement in which each party has rights and obligations.

The completed application should be reviewed jointly by the Issuing Authority and the applicant. The review should include:

- (1) identification of any required corroborative or supplementary information to be provided by the applicant;
- (2) an explanation of any additional conditions which must be satisfied; and,
- (3) an explanation of the purpose of the acknowledgement and the meaning of the statements which the applicant has signed.

If, in completing an Application for Social Assistance, an applicant has identified resources or assets, confirmation should be obtained by the Issuing Authority and documentary evidence to this effect should be retained on file.

4.01
(cont'd)

The Issuing Authority is responsible for appropriate investigation of the needs and resources of the applicant and may elicit additional information by visits to the home of the client or through written requests for corroborative and supplementary information from appropriate sources.

B. Completion of Budget and Decision Form

A "Budget and Decision Form" shall be completed in respect to every application. All relevant information shall be provided.

After all necessary forms have been received and reviewed, the Issuing Authority shall determine whether a deficit exists between the needs and resources of the applicant. This will be achieved by completion of a Budget and Decision Form.

Under Comments additional information shall be provided and may include:

1. whether the application was accepted or rejected and the reason;
2. requirements which the recipient must satisfy to qualify for additional assistance;
3. if a Special Diet is required, confirmation that a Medical Report is on file, the nature and caloric requirements of the diet;
4. for a person in a room and board situation, the name and treaty number of the Head of Household, where applicable;
5. if the applicant is referred to another agency, the name of the organization; and,
6. other information to explain unusual circumstances.

In all usual circumstances, only one Budget and Decision Form will be completed for an applicant or recipient during a calendar month.

4.01
(con'td)

The Budget and Decision Form is a carbon inset and multi-copied document which shall be distributed as follows:

Copy #1 white Client
Copy #2 canary Regional Office Finance
Copy #3 pink Client File
Copy #4 goldenrod Issuing Authority Desk File

The reverse side of the client copy of the Budget and Decision Form contains a summary of Review and Appeal Procedures.

If an applicant is a member of a band served by another District Office, a photocopy or the goldenrod copy of the Budget and Decision Form shall be forwarded to that office for informational purposes only.

C. Other Forms Used in Documentation

1. Medical Release and Assessment Form
2. Special Need Application and Authority Form
3. Guardian Social Allowance Application and Authority Form
4. Rental Agreement
5. Notice of Appeal of a Decision

D. Eligibility Assessment

The Issuing Authority may determine that:

1. the applicant is in need and issue assistance; or,
2. the applicant is not in need in accordance with these regulations; or,
3. the applicant has resources sufficient to meet needs to a specified date.

The client shall be deemed to have been given a written decision concerning his application and notification of his/her right to an administrative review and appeal when given a copy of the Budget and Decision Form.

4.01
(cont'd)

If an applicant will experience undue hardship until documentation has been completed and eligibility has been established, emergency assistance may be provided and shown on the Budget and Decision Form.

4.02 Establishing Eligibility for Continuing Social Assistance Allowances

Any individual or family requiring continuing social assistance allowances shall present his situation to the Issuing Authority. The applicant must establish that all relevant eligibility requirements have been met and declare all income for himself /herself, and dependents for the previous month.

A Budget and Decision Form must be completed.

Recipients of allowances on a long-term basis must advise immediately the Issuing Authority of any change in his personal or family circumstances and income as they affect entitlement to social assistance allowances.

4.03 Casework and Counselling Services

The Social Assistance Program is responsible for ensuring that individuals and families have access to resources or be provided with allowances to meet the basic necessities of living; for promoting the development of community planning and services to prevent and alleviate need; to enrich individual, family, and community living; and, for assisting and requiring individuals and families to make a maximum effort to become self-supporting and self-reliant.

The Issuing Authority and applicant or recipient of social assistance allowances are expected:

1. to establish eligibility for allowances as set forth in these regulations;
2. to consider the factors which have produced need;

4.03
(cont'd)

3. to formulate a workable plan, setting forth goals and objectives, to improve the economic and social well-being of the individual and his/her family. This plan should identify:
 - i. what the client will do on his/her own behalf;
 - ii. what the Issuing Authority will do for the client; and,
 - iii. what the Issuing Authority and the client will do together.

This plan should include referral to other organizations providing services relevant to the needs of the individual or family;

4. the foregoing plan (3) should be included in the personal file of the applicant or recipient and should be amended as circumstances change. The plan should guide the Issuing Authority-client relationship.
5. The plan (3) and (4) should be reviewed periodically and the outcomes of service evaluated and recorded in the personal file of the client.

DETERMINATION OF ELIGIBILITY

5.01 The Budget-Deficit Method of Computing Eligibility

In determining whether an applicant is eligible for assistance, the Issuing Authority shall take into account and in accordance with regulations, the total cost of the basic necessities of the applicant and his dependents from which shall be deducted the financial resources of the applicant and his dependents. If the cost of basic necessities exceeds the available resources, the applicant shall be deemed in need and assistance shall be issued.

Section 1 - Determination of Resources

The amount of assistance to which an applicant is eligible is calculated on a budget-deficit basis, that is, his needs minus his resources equal his entitlement.

Resources include personal property, earned income and unearned income.

5.02 Personal Property

Snowmobiles, boats, fishing nets and equipment, traps, recreational equipment, business or farm equipment, livestock, cars and trucks, are considered personal property. An applicant for social assistance shall not be required to sell personal property essential to the conduct of personal or family business or regaining self-sufficiency. A recipient of allowances shall be expected to sell a second motor vehicle and personal property surplus to personal and family needs. Monies from the rental or sale of personal property shall be considered income and deducted in their entirety for social assistance purposes.

Allowances are not provided for any costs associated with the operation of motor vehicles, except as provided for in Chapter 9.04.

5.03 Earned Income

Earned Income is defined as the return on work done or services rendered, derived from labour as opposed to capital or entitlement, and includes:

1. earnings of farmers, fishermen, trappers, and owners of small businesses;
2. earnings of persons providing services under contract;
3. earnings from employment;
4. earnings of dependent children;
5. honoraria paid to Chiefs or Councillors as salary or fee for service but not payments for transportation or meals to attend meetings.

5.04 Unearned Income

All income received by an applicant or recipient, except wages and net revenue from farm or business operations, is considered unearned and includes:

- 1) revenue from real or personal property, including proceeds from the sale, transfer, or investment of assets;
- 2) settlements or agreements, accident claims, unemployment insurance;
- 3) pensions, Death Benefits, Disability Benefits, or Survivors Benefits under Canada Pension Plan; Old Age Security Allowances; Guaranteed Income Supplement Allowances; Alberta Assured Income Plan; Criminal Compensation; Worker Compensation; Blind and Disabled Person's Allowances; private and company pension plans and benefits for retirement; disability or survivors benefits;
- 4) training allowances;
- 5) educational allowances;
- 6) lump sum payments, e.g., insurance settlements intended as cash replacement for material assets lost through fire, theft, etc., and not used for replacement;

5.04
(cont'd)

- 7) Band Fund Distributions, lump sum or otherwise, may be pro-rated.

A Band Council may provide housing assistance to a social assistance client without affecting eligibility for allowances. Examples of housing assistance are as follows:

- a) construction of a new house
- b) repair to an existing house
- c) improvement of existing housing by adding water and sewer systems, furnaces, and furniture, etc.

Social Assistance clients who purchase essential furniture in order to improve their standard of living by utilizing funds provided by Band, as set forth in Chapter 8.02, may continue receiving basic social assistance allowances.

Receipts for the foregoing expenditures must be presented to the Issuing Authority in support of this deduction from income.

- 8) Winnings from bingo and lottery used for housing repairs or the purchase of essential furniture, to a maximum of \$1000 per family during a fiscal year, shall not affect eligibility for basic social assistance allowances.

Receipts for the foregoing expenditures must be presented to the Issuing Authority in support of this deduction from income.

5.05 Exclusions in Assessing Resources

The following shall be excluded from the calculation of financial resources of the applicant or recipient:

- a) Family Allowances and Child Tax Credits;
- b) contributions other than ordinary maintenance to a recipient or dependent who requires special care;
- c) cash surrender value of life insurance policies up to a maximum value of two thousand dollars. This applies only to health and social categories;

5.05
(cont'd.)

- d) equity in the home in which the applicant resides;
- e) basic stock herd on a farm;
- f) seed for the following year's crop;
- g) equipment essential to carry on family hunting, trapping, or business operations;
- h) income exemptions under Chapters 5 and 9;
- i) foster family service allowances received by a recipient on behalf of a child in the home from the Director of Child Welfare or the Department of Indian and Northern Affairs;
- j) personal property essential to the health and well-being of a recipient and his dependents, including household furnishings and personal clothing.
- k) Income Tax rebates; and,
- l) Annuities (Treaty) payments.

Notwithstanding the foregoing, all assets on hand at the time of death of an applicant shall be deemed available for funeral expenses.

5.06

Income from Roomers and Boarders

- 1) An adult who is in receipt of social assistance allowances for food, clothing, household and personal allowances shall not be considered a boarder for purposes of these regulations.
- 2) Any adult residing in the household other than the applicant and/or spouse or as described in (1) shall be considered as a boarder and shall be deemed to be contributing to the care and maintenance of the home.
- 3) The minimum deduction for room and board shall be \$30 monthly.
- 4) A recipient of social assistance who provides room and board to a person employed or with earnings shall have the following monthly deduction from his/her eligibility:
 - (i) Roomer 25% of monthly payment.
 - (ii) Room and Board25% of monthly payment.
 - (iii) Rental of part of house 50% of monthly payment.

5.07 Computing Income from Self-Employment

Social Assistance funds are not to be used to subsidize inefficient or uneconomical business enterprises or to contribute directly or indirectly to the accumulation of additional assets. Legitimate expenses essential to the operation and management of a business and supported by receipts may be deducted.

Income from specific occupational groups may be computed as follows:

1. Farming - Consider gross income from which shall be deducted legitimate expenses. Consideration should be given to assets which may be converted to income having regard for Chapter 5.01. Resource people such as Economic Development Business Services may assist in developing a viable plan for the farm.
2. Trapping - The applicant shall be allowed legitimate expenses related to his trapping and income may be pro-rated over a period of several months.
A trapper may be asked to produce the registration card for his trapline and receipts for fur sales. The Issuing Authority can verify the income statement by identifying the Registration Number to the dealer to whom the fur was sold.
3. Fishing - Deductions for U.I.C. premiums and other legitimate expenses supported by receipts may be allowed.
4. Small Business - Only the actual and essential costs associated with the operation of the business shall be deducted from gross income.

Staff of Economic Development may assist in the verification of the financial statement of the client.

Section 11 - Determination of Need

5.08

General Definitions

Assistance shall be available to:

- 1) Registered Indian and non-Indian applicants and their dependents who are in need and residing on reserves; and,
- 2) Registered Indians in need and residing on Crown lands and in Northern and outlying areas as defined in the Federal/ Provincial understanding; and,
- 3) Registered Indians residing apart from reserves and who are unable to establish eligibility for allowances under the provincial Social Allowance Program.

"Dependent" means spouse or common-law partner of the breadwinner, and living with the breadwinner, persons 18 years of age or older who are mentally or physically incapacitated, and children under 18 years of age residing in the home.

Financial assistance is provided to the head of a family on behalf of the family or to a single person. No persons under 18 years of age shall be issued social assistance as a single person, except an unmarried mother, age 16-18, who may be considered as an adult for social assistance purposes; however, prior authorization of the District Superintendent of Social Development is required before issuing allowances separately and such authority should be noted on the Budget and Decision Form.

Applications are not accepted for unmarried mothers under the age of 16.

For purposes of computing need, any person ceases to be a member of the family during any period confined to prison, detention home, hospital, convalescent or nursing home, except for the month admitted and the month released.

All persons living in the home and their relationship to the applicant shall be shown on the Application for Social Assistance Form.

5.08
(cont'd.)

If a household is comprised of more than one individual or family unit for social assistance purposes, only the Head of Household designated as owner or primary occupant of the house shall be eligible for fuel or utilities allowances.

Each ineligible child living at home after his eighteenth birthday shall be considered a boarder.

Where an applicant is living with another person as the spouse of that person, the application shall be dealt with as if it were submitted by a married applicant and all provisions of these regulations which apply to applications of married persons shall apply to such applications.

A child who is not the legal or adopted child of the applicant or spouse shall not be included in the social assistance budget for the family if the natural parent is able to care for or to maintain the child and can be located.

Any applicant living apart from her spouse should seek maintenance payments for herself and her dependent children from her spouse.

For the purposes of these regulations a child who is under 18 years of age and employed regularly is not considered a member of the family so long as he/she is employed, and his/her earnings exceed his social assistance entitlement. An earning child under 18 years of age is not responsible for maintaining his parents and family and should be deleted from the family budget and considered a boarder.

A parent who has no children under 12 years of age and who has one or more children over 12 years of age when both parent and child(ren) are mentally and physically healthy, shall be expected to take employment or training leading to employment.

If their respective parents or legal guardians qualify for social assistance as provided for elsewhere in these regulations, allowances for food may be issued on behalf of children who return home from

5.08
(cont'd.)

student residences or private homes under the auspices of Education Division, Indian and Inuit Affairs Program, during Christmas and other authorized school breaks. Clothing allowances shall not be issued on behalf of such children who receive allowances from the Education Division.

5.09 Allowances for Secondary School Students

To qualify for social assistance an employable applicant must be available for and accept gainful employment.

Notwithstanding the foregoing, allowances may be issued to students over 18 years of age as follows:

- 1) Social Assistance shall be limited to a student enrolled in a secondary school program. A student enrolled in a post-secondary school program should be referred to the Education Program of Indian and Northern Affairs for assistance. Any person out of school for one year or more and interested in a training program should be referred to Canada Employment and Immigration Commission.
- 2) In determining eligibility for social assistance allowances, all resources available or potentially available for the maintenance of the student, including the income of spouse and dependents, shall be taken into consideration. The following shall be excluded:
 - a) the resources of the parent(s) of the applicant; and,
 - b) any bursaries and/or scholarships received by the student to assist with maintenance costs.
- 3) As a condition of continuing eligibility, the recipient must satisfy the Issuing Authority that he is attending secondary school regularly and on a full-time basis and is making satisfactory progress.

The Issuing Authority shall obtain a letter from staff of the Education Program indicating that maintenance costs cannot be provided from appropriations for education or training before issuing assistance to any student over 18 years of age and living apart from his/her parental home.

5.09 Allowances available to single and unattached students shall be
(cont'd) as follows:

-If living at the home of parents	\$113.00
-If in a private home - Room and Board.....	\$160.00
- Clothing Allowance....	18.00
- Personal Allowance....	<u>14.00</u>
	TOTAL..192.00

5.10 Assistance to Non-Indians and Determination of Responsibility
by Head of Household Status

A non-Indian individual or family residing on a reserve shall be eligible for assistance if requirements applicable to Indian residents have been met.

For households residing apart from reserves comprised of Registered Indians and other persons, the following practice shall apply:

- 1) If the Head of Household is not a Registered Indian, administration and funding responsibility shall reside with Alberta Social Services and Community Health; and,
- 2) If the Head of Household is a Registered Indian and the household is not a provincial government responsibility as set forth in Chapter 2, service and funding responsibility may be accepted by the Indian and Inuit Affairs Program.

5.11 Common-law Relationships

For the purpose of administering social assistance, common-law unions are considered in the same way as a marriage union.

When a common-law relationship is not acknowledged but is suspected or when it is found that a recipient has received or is receiving financial contributions from a man with whom she was or is living or associating, the relationship must be clarified because this could affect her eligibility or the amount of benefits to which she was or is entitled.

5.11
(cont'd.)

A man and woman are considered to be living in a common-law relationship when they are not legally married to each other and when they live together as man and wife by mutual agreement, understanding, or arrangement.

Such a common-law relationship may be admitted by the woman concerned or the man himself. Where there is no such admission, the worker may nevertheless find concrete evidence that such a relationship exists.

Facts that are acceptable as evidence of common-law relationships include:

- a) the man and woman share the same address,
- b) the man and the woman maintain a relationship viewed in the community as a husband and wife relationship. (This applies even if the man is generally away because of employment in another area.)

Sources of information that may be helpful include neighbors, landlord, mailbox identification, motor vehicle registration, Unemployment Insurance Commission, etc.

When satisfied that a recipient has entered a common-law relationship, the Issuing Authority should determine who is the head of household and re-evaluate eligibility for assistance.

Total income is considered in determining eligibility.

These criteria also apply to demonstrate the non-existence of a common-law relationship.

The onus is on the applicant or recipient to establish that she is not living in common-law relationship.

5.12 Assistance to Persons in Approved Life Skills and Pre-Employment Training Programs

5.13 Assistance to Single Employable Applicants

Employable unemployable persons whose need has been established in accordance with these regulations may be issued only food and clothing during the first three months of enrollment.

5.14 Fine Option Program

The Fine Option Program was implemented in 1976 by the Alberta Solicitor General. Eligible persons include:

- a) those who are given the time to pay a fine but find they are unable to pay it; and,
- b) those who are already serving time as a result of defaulting on a fine.

Under this program, persons who are employed or who are unable to secure steady employment may pay the fine over a period of time. Persons without work may do community work service in lieu of paying the fine.

Eligibility for social assistance is not affected by the participation of a person in the community work service option. Employable recipients remain eligible only if participation in the work service option does not prohibit them from actively searching out and accepting full-time employment. Social Assistance is not extended, under any circumstances, to pay for the fine, babysitting, travel, or any other expenses related to involvement in this program.

The Co-ordinator, Fine Option Program, Office of the Solicitor General, may be asked to assist in resolving problems between the Fine Option and the Social Assistance Program.

Chapter 6

CONDITIONS OF ELIGIBILITY

6.01 General

Every individual who lacks resources or income required to meet the basic needs of himself/herself and his/her dependents must complete an Application for Social Assistance Form and co-operate with the Issuing Authority in determining eligibility for Social Assistance benefits. The client has a right to apply and to receive a written decision concerning his eligibility.

Any resident on an Indian reserve or on Crown lands shall apply to the office of the Issuing Authority on the reserve or to the office servicing the community.

Any person residing apart from an Indian reserve may apply to the responsible office of the Indian and Inuit Affairs Program or the Alberta Social Services and Community Health and be steered or referred to the responsible service authority.

6.02 Responsibilities of Applicants and Recipients

As conditions of continuing eligibility for financial assistance a recipient is required:

- a) to demonstrate in a manner prescribed by the Issuing Authority that he/she has explored within the limits of his/her ability and circumstances all resources of self-support and to provide evidence in support of his application;
- b) to accept reasonable employment, vocational training, or rehabilitation services necessary to improve or restore his capacity to support himself and his dependents;
- c) to report immediately to the Issuing Authority any change in income or circumstances which would require adjustment in the issuance of Social Assistance allowances. Changes to be reported include:
 - increase in the number of persons in the family due to

6.02
(cont'd.)

the birth of a child, return of a child or adult from school, hospital, sanitorium, nursing home, prison, etc., or from employment away from home;

-decrease in the number of persons in the family due to the admission of a child to residential school, a child boarding away from home to attend school, marriage of a son or a daughter, admission of a child or adult to a hospital, sanitarium, nursing home, detention home, prison, etc., or a son or daughter leaving home to work in another locality;

-increase in resources due to more earned income by any member of the family or single persons, purchase of care, skidoo, land, house, etc., or receiving social welfare benefits from any other source;

-decrease in resources due to loss of employment (income) of any member of the family or a single person;

- d) to use the assistance for basic necessities and in the best interest of himself and his dependents;
- e) to inform the Issuing Authority of any plan to convert property and assets and to declare this as income;
- f) to co-operate in determining eligibility for assistance and to give written permission to the Issuing Authority to obtain any corroborative or supplementary information to assist in determining eligibility; and,
- g) to declare all income for himself, his spouse, and other dependents when applying or reapplying for social assistance.

A child seven years of age or older is expected to attend school or to accept training leading towards self-support unless there is a valid reason for not engaging in either activity.

Parent and Spouse Maintenance ResponsibilitiesA. Children of Unmarried Parents Services (CUP)

The provincial Department of Social Services and Community Health may assist in establishing the liability of a putative (alleged) father in respect to the expenses of the mother during pregnancy; to birth of the child; and, to the maintenance of the child. In addition, the Department of Social Services and Community Health undertakes to collect and disburse any funds paid by the putative father and to take such legal action as is necessary in the enforcement of terms of payment.

A pregnant Registered Indian woman who leaves an Indian Reserve in Alberta with the intention of establishing residence outside the reserve to become self-supporting, and who is within the definition of a "mother" under the Maintenance and Recovery Act will be entitled to the services of the Department of Social Services and Community Health under this Act. Where she is residing on or apart from a reserve and in receipt of social allowance which is charged back to the Department of Indian and Northern Affairs, the service shall be provided to her subject to two conditions. First, she must make a specific request for the service and sign an affidavit of paternity. Secondly, upon receipt of the specific request, the Director shall obtain from the Department of Indian and Northern Affairs, the assurance of 100% reimbursement for the service of \$230 for each individual or possible putative father whether or not the maintenance recovery action succeeds.

B. Maintenance of Spouse and Dependent Children

Indians shall be encouraged to take action under The Domestic Relations Act and/or the Maintenance and Recovery Act to obtain maintenance from a husband for his spouse and legal dependents.

6.04

Payment of Allowances

Every individual or family has a right to assistance in accordance with the prevailing rates when need has been established.

In all usual circumstances, assistance to persons eligible for financial assistance will be granted from the date on which eligibility has been established. Payments may be made retro-active to the date on which the social assistance application was received at the local office if, in the opinion of the Issuing Authority, such issuance would alleviate hardship. Applications may not be backdated to a previous month. Retro-active payments shall not be made to recipients of social assistance from other social assistance authorities because an overpayment would be incurred.

Financial assistance shall terminate with the payment for the period during which the recipient ceases to meet the conditions of eligibility.

6.05

Method of Payment

A social assistance recipient, like any other citizen, has the right and responsibility of managing his own affairs to the extent possible. Accordingly, in all usual circumstances, social assistance allowances shall be paid by cheque.

Purchase orders and vouchers are to be used only in emergent situations when there is no time to prepare a cheque or if the recipient has demonstrated inability to expend funds for purposes for which they were granted. When used, a purchase order or voucher shall be issued for presentation to the supplier designated by the recipient.

Recipients of social assistance on a regular and continuing basis should receive allowances by cheque. Temporary assistance may be issued by cheque, purchase order, or voucher.

6.06

Payment of Allowances by Cheque Distribution from Supply and Services Canada

Persons who receive continuing social assistance allowances for health and social reasons and whose circumstances are relatively stable may be paid by cheque issued by Supply and Services Canada, Edmonton.

All cases must be documented as outlined elsewhere in this Manual. The Budget and Decision Form must be submitted to Administration and Finance, Regional Office, Indian and Inuit Affairs Program not later than the tenth day of the month preceeding the first day of the month for which payment has been authorized. The Issuing Authority shall be responsible for advising Administration and Finance of any change in the eligibility of a client by submitting a revised Budget and Decision Form or Cancellation or Extension Form not later than the tenth day of the month preceeding the change in payment.

6.07

Administration of Social Assistance Allowances

A. General Policy

The Issuing Authority may administer, in whole or in part, social assistance allowances for an individual or family. Administration should be undertaken only as a remedial learning experience to assist the client in managing his own affairs and responsibility should revert to the recipient as soon as practicable. The right of the individual or family to manage his/their own affairs is secured by the Right of Appeal.

B. Administration by Issuing Authority

When misuse or abuse of social assistance allowances has been established, the Issuing Authority may provide all or any portion of social assistance allowances by purchase order or voucher. In paying accounts for rent, utilities and fuel, it

6.07
(cont'd)

is imperative to ensure that the Issuing Authority, the Indian Band, or the Indian and Inuit Affairs Program pays the accounts on behalf of the individual or family and accepts no responsibility or liability arising from a landlord tenant relationship or for debts.

In instances of gross mismanagement of social assistance allowances, it may be necessary to specify on the voucher or purchase order the goods and services to be provided.

An Issuing Authority may require a recipient to produce receipt of payment of utilities, rent, or fuel, accounts before authorizing additional allowances.

Cheques, vouchers, and purchase orders, may be issued at intervals shorter than a calendar month to assist an individual or family in managing financial affairs.

C. By A Third Party

If a recipient is unable or fails to use social assistance allowances in the best interests of himself and/or his dependents, allowances may be paid to:

- 1) a responsible adult living in the same household; or,
- 2) to the recipient and a second adult (joint payees).

If the foregoing methods are ineffective in curbing misuse or abuse, a third party administrator may be appointed. The administrator should be selected with care and should be acceptable to the recipient and the Issuing Authority.

Third-party administration should be used as a last resort and for a limited period of time. This procedure should be conceived and implemented as a remedial learning experience to enable the recipient to assume responsibility for managing his own affairs.

The third-party administrator shall administer the social assistance allowances issued to him on behalf of the family to

6.07
(cont'd.)

provide necessities of living to the family. Receipts and records covering expenditures must be maintained by the third party administrator and should be reviewed monthly by the Issuing Authority.

6.08 Fraud

Pursuant to Criminal Code Section 320, a person commits an offence if he signs an Application for Social Assistance Form or a Budget and Decision Form, knowing it contains false or incorrect information, thereby misrepresenting his financial condition in order to obtain social assistance. Moreover, he commits an offence if he actually obtains social assistance on the faith of such false statements.

A detailed report of the circumstances relating to the alleged fraud, together with a recommendation regarding the case, shall be prepared by the District Superintendent of Social Development and forwarded to Regional Program for direction.

With approval of Regional Office, an information may be laid before a Crown Attorney alleging the commission of an offence; whether that information will be acted upon is a matter of Judicial discretion, i.e., the Crown Attorney after proper investigation may or may not lay a formal charge against the recipient.

6.09 Recovery Services

Recovery action as described below shall be initiated if it has been established that a person has received:

- 1) social allowances that he has not been entitled to receive;
or,
- 2) social allowances in excess of the amount that he was entitled to receive.

6.09
(cont'd)

It is the responsibility of the Issuing Authority to provide the appropriate District Superintendent of Social Development with a written report containing details concerning the overpayment and plans for recovery. A copy of that report shall be placed on the file of the recipient.

A letter shall be forwarded to the recipient by Registered Mail, advising of the overpayment; requesting reimbursement; and, scheduling an appointment with the client to formulate a plan for recovery of funds.

The co-operation of the client in recovery matters usually yields the most effective results. Ability of the client must be taken into consideration.

If a client fails to enter into a voluntary plan for repayment, recovery may be effected without approval of the social assistance recipient from personal allowances in respect to any member of the household and from any income in excess of the basic social assistance budget. Any deductions made in respect to this policy shall be noted on The Budget and Decision Form under Comments.

Chapter 7

FINANCIAL ASSISTANCE RATES

7.01 Standard Social Assistance Budget

The Social Assistance Program makes available to individuals and families assistance necessary to maintain health, safety and family unity. The program makes provision for primary or basic needs and special or exceptional needs.

The Standard Social Assistance Budget or Basic Social Assistance Allowances includes food, clothing, fuel, utilities, household and personal needs, and shelter. The Issuing Authority shall provide allowances in accordance with schedules contained in this section.

7.02 Classification of Need

- A. Emergency or Once Only Allowances - one or more allowances from schedules contained in this section: food, clothing, household and personal needs, and shelter.
- B. Short-Term Allowances - composite short-term allowances for food and personal needs, and shelter, and are payable:
 - (i) to all applicants in the Economic classification for the first three months of eligibility; and,
 - (ii) to all applicants who are employed and awaiting their first pay cheque.
- C. Long-Term Allowances - composite long-term allowances for food, clothing, personal and household needs, and shelter, shall apply to all eligible persons in the Social and Health categories and to all recipients in the Economic category following the third month of enrollment.

A Table of Composite Allowances Cap 7 Page 3 is provided for convenience.

7.03 Food Allowance

- a. Each person 0-11 years of age..... \$30.00 per month
- b. Each person 12-17 years of age \$51.00 per month
- c. Each person 18 years of age and over \$62.00 per month

Additional Food Allowance

- a. For a single person add 20%.
- b. For a two (2) person unit add 10%.
- c. For a three (3) or more person unit add 5%.

Pregnancy Allowance

With a medical report and during the last three (3) months of pregnancy an additional \$13.00 monthly.

7.04 Clothing Allowance

- a. Each person 0-11 years of age \$12.00 per month
- b. Each person 12-17 years of age \$13.00 per month
- c. Each person 18 years of age and over..... \$18.00 per month

7.05 Personal Allowance

An allowance may be provided to each person in a family over eighteen (18) years of age and shall be used at the sole discretion of the recipient.

The rate is \$14.00 per month per adult.

7.06 Household Allowance

An allowance may be paid to a single person or a Head of Household maintaining a home for items such as bedding, towels, bathroom and washing supplies, etc.

- 7.06 The rates are:
- (cont'd) a. \$7.00 per month for a single applicant
- b. \$12.00 per month for a family unit.

This allowance shall not be paid in respect to any person in a room and board situation.

7.07 TABLE OF COMPOSITE ALLOWANCES

No. of Children	Ages of Children		Long-Term Assistance Food, Clothing, Personal and Household		Short-Term Assistance Food and Personal	
	0-11 years	12-17 years	One Adult \$	Two Adults \$	One Adult \$	Two Adults \$
0			113	212	88	164
1	1 0	0 1	158 183	250 273	116 140	190 212
2	2 1 0	0 1 2	197 220 243	284 306 328	143 165 187	212 233 254
3	3 2 1 0	0 1 2 3	232 254 276 298	326 348 370 392	166 187 208 229	242 263 284 305
4	4 3 2 1 0	0 1 2 3 4	274 296 318 340 362	368 390 412 434 456	196 217 238 259 280	272 293 314 335 356

No. of Children	Ages of Children		Long-Term Assistance Food, Clothing, Personal and Household		Short-Term Assistance Food and Personal	
	0-11 years	12-17 years	One Adult \$	Two Adults \$	One Adult \$	Two Adults \$
5	5	0	316	410	226	302
	4	1	338	432	247	323
	3	2	360	454	268	344
	2	3	382	476	289	365
	1	4	404	498	310	386
	0	5	426	520	331	407
6	6	0	358	452	256	332
	5	1	380	474	277	353
	4	2	402	496	298	374
	3	3	424	518	319	395
	2	4	446	540	340	416
	1	5	468	562	361	437
	0	6	490	584	382	458
7	7	0	400	494	286	362
	6	1	422	516	307	383
	5	2	444	538	328	404
	4	3	466	560	349	425
	3	4	488	582	370	446
	2	5	510	604	391	467
	1	6	532	626	412	488
	0	7	554	648	433	509
8	8	0	442	536	316	392
	7	1	464	558	337	413
	6	2	486	580	358	434
	5	3	508	602	379	455
	4	4	530	624	400	476
	3	5	552	646	421	497
	2	6	574	668	442	518
	1	7	596	690	463	539
	0	8	618	712	484	560

7.07
(cont'd)

No. of Children	Ages of Children		Long-Term Assistance Food, Clothing, Personal and Household		Short-Term Assistance Food and Personal	
	0-11 years	12-17 years	One Adult \$	Two Adults \$	One Adult \$	Two Adults \$
9	9	0	484	578	346	422
	8	1	506	600	367	443
	7	2	528	622	388	464
	6	3	550	644	409	485
	5	4	572	666	430	506
	4	5	594	688	451	527
	3	6	616	710	472	548
	2	7	638	732	493	569
	1	8	660	754	514	590
	0	9	682	776	535	611
10	10	0	526	620	376	452
	9	1	548	642	397	473
	8	2	570	664	418	494
	7	3	592	686	439	515
	6	4	614	708	460	536
	5	5	636	730	481	557
	4	6	658	752	502	578
	3	7	680	774	523	599
	2	8	702	796	544	620
	1	9	724	818	565	641
	0	10	746	840	586	662

For families of 11 or more children (a) find the appropriate rate on the schedule for 10 children and (b) add the adjustment rate for each additional child as indicated below.

	<u>Child 0-11</u>	<u>Child 12-17</u>
Long-Term Assistance	\$42.00	\$64.00
Short-Term Assistance	30.00	51.00

Shelter AllowancesA. On Reserve

The Department of Indian and Northern Affairs makes available to Indian communities funds for housing construction and other capital improvements. The relevant Chief and Council are expected to allocate housing and housing repairs to band members, giving priority to the most needful families. In addition, many Indian communities receive and utilize other funds for housing construction and repairs.

Because of governmental assistance for housing, the provision of rental allowances to persons residing on an Indian reserve or on Crown lands should be unnecessary. Any exceptional situation should be referred to the District Superintendent of Social Development whose prior written authority must be obtained before issuing allowance for rent.

Some bands have constructed or are planning to construct housing financed from band funds and loans from CMHC for rental to band members and are looking to the Social Assistance Program as a source of funds.

A substantial portion of the funding for most Indian homes is derived from appropriations and the Social Assistance Program cannot duplicate other forms of governmental assistance or pay for housing for persons with resources and opportunity.

Anticipated appropriations for social assistance beyond the current fiscal year cannot be committed to secure loans for band housing projects. It is reasonable to expect that some form of income maintenance program will be needed in all Indian communities and rental housing will be necessary in the years ahead.

Rental allowances for residents of Indian reserves may be provided :

1. if all conditions of eligibility have been met; and,

2. if persons who are self-supporting pay the same rate for comparable accommodation.

The schedule of rental allowances shall be based on the kind and size of accommodation and services provided.

B. Off Reserve

Before a shelter allowance is paid, a Rental Form INASD-10-78-4 shall be completed.

1. Rented Accommodation

Shelter Allowances may be provided to a recipient for the costs of rent, fuel, and utilities not to exceed the following schedule:

One (1) person.....	\$190.00 per month
Two (2) persons	310.00 per month
Three (3) persons	390.00 per month
Four (4) persons	430.00 per month
Five (5) persons or more	450.00 per month

2. Purchase Accommodations or Home Payments on a Mortgage or Agreement for Sale

Allowances based on actual costs but not exceeding the following maxima may be issued to recipients for purchased accommodations, home payments on mortgage or an agreement for sale, Homeowner's Maintenance Allowances, municipal taxes, fuel and utilities, fire insurance, lot, rental for mobile homes and condominium fees.

One (1) person	\$190.00 per month
Two (2) persons	310.00 per month
Three (3) persons	390.00 per month
Four (4) persons	430.00 per month
Five (5) persons or more	450.00 per month

A Homeowner's Maintenance Allowance of \$14.00 per month shall be provided to recipients who own and reside in their own home.

7.08
(cont'd)

If the rental excludes fuel and utilities, refer to Chapter 7.12 - Utilities and Fuel Allowances.

If shelter costs exceed the foregoing ceiling, the recipient may be issued fifty percent (50%) of the cost over and above the ceiling. An appropriate notation should be made under the heading "Comments" on the Budget and Decision Form.

For all cases which were active prior to March 1, 1979, Rent/Shelter Allowances will be computed as they were previously. If the client moves or if the case is closed and re-opened, the policy and procedures outlined in the foregoing paragraph will apply.

3. Public Housing Rental

Effective January 1, 1979, all tenants in public housing accommodation and in receipt of social assistance allowances shall be assessed in accordance with the following schedule. Tenants are responsible for electricity which may be provided as set forth in Chapter 7.12.

Single Parent

<u>One Adult</u>	<u>Monthly Rental</u>
(No children)	\$ 92.00
One (1) child	104.00
Two (2) children	125.00
Three (3) children	151.00
Four (4) or more children...	181.00

Couple

<u>Two Adults</u>	<u>Monthly Rental</u>
(No children)	\$132.00
One (1) child	149.00
Two (2) children	165.00
Three (3) children.....	194.00
Four (4) or more children..	224.00

4. Rental Damage Deposits

The Department of Indian and Northern Affairs is not a party to any lease or rental agreement, oral or written, between

7.08
(cont'd.)

a social assistance recipient and a landlord and has no legal liability for damage done to rented accommodation by a client.

Where the recipient is unable to pay a damage deposit from his own resources, an amount equal to the damage deposit but not exceeding \$200 may be issued with the understanding that it is repayable to the Department of Indian and Northern Affairs.

The payment of a damage deposit to a landlord and its recovery from the landlord are the responsibility of the client.

Repayment of the advance for a damage deposit shall be made from any income surplus to the basic Social Assistance Allowances or by a monthly deduction of not less than \$5.00 depending on the circumstances. Social assistance recipients should apply funds from the Alberta Rental Assistance Credit to repaying the advance for a damage deposit. On the relevant Budget and Decision Form, the deduction should be shown as a credit in reducing the damage deposit.

If a social assistance recipient moves, he shall be expected to recover and apply the damage deposit to any required deposit at the home to which he moves. If unable to recover the damage deposit and if a reissue becomes necessary, recovery from personal allowances and from any income surplus to the basic social assistance allowances shall be made.

When the individual or family is no longer eligible for social assistance and recovers the damage deposit, the latter shall be paid over to the Department. When the individual is no longer eligible for social assistance and he remains at the same address or does not recover the damage deposit, the advance will not be recovered unless the person re-applies for social assistance.

A second damage deposit may be advanced on the condition that within two week, the recipient must bring in from the landlord:

7.08
(cont'd)

- a. the amount of the previous damage deposit; or,
- b. the balance of the previous damage deposit plus a statement of damages; or,
- c. the statement only, if damages are equal to the total of the previous damage deposit.

If a recipient fails to meet these requirements, a reduction of the total amount of the previous damage deposit will be made from his/her social assistance at the end of the same month.

A third damage deposit shall not be issued.

Wherever possible, recovery of the damage deposit shall be deducted from the social assistance entitlement of the individual or family. If the individual or family has no social assistance entitlement, the recovered funds shall be paid to the Receiver General of Canada.

It is imperative that a record of all funds recovered from the advances for damage deposits be retained and made available to the client upon request.

7.09 Room and Board Allowances

Persons who are eligible for social allowances under the Social and Health category, who have no dependents, who live apart from their parental home and who pay for food and lodging in excess of the basic food allowances will be viewed as living in a room and board arrangement. A person living in this type of arrangement is not entitled to Household Allowances.

The Issuing Authority shall obtain confirmation that the recipient of allowances is paying for room and board. If the recipient is staying

7.09
(cont'd.)

at the home of a social assistance recipient, the income from room and board must be declared on the Budget and Decision Form.

For meals and lodging apart from parental home: Actual cost up to \$160 monthly.

7.10 Per Diem Funding of Community Residence Centres and Halfway Houses

Residences will be eligible for maintenance grants for residents over 18 years of age and with no resources to meet their own needs. Even though the per diem maintenance costs of residents will be provided by grant, an Application for Social Assistance and a Budget and Decision Form must be completed by each resident. In addition to the per diem grant, if eligibility has been established in accordance with these regulations, a Personal Allowance and Clothing Allowance may be issued to the resident.

Effective March 1, 1979, the per diem grant to the operator shall be \$5.50. The monthly clothing and personal allowance shall be paid at the rate of \$18 and \$14 respectively.

The per diem allowance shall not be paid on behalf of any person who is legally in care of the Solicitor-General and maintained in an AADAC or NNAAP funded program.

7.11 Comforts Allowance

Patients in auxiliary hospitals, active treatment hospitals, and T.B. sanatoriums who were in receipt of social assistance prior to admittance may be granted a Comforts Allowance of \$38 per month in lieu of Clothing and Personal allowances. Patients not in receipt of social assistance prior to admittance may qualify for a Personal Allowance of \$14 per month. Medical Services Branch, Health and Welfare Canada, will assume responsibility for providing any required clothing in accordance with the criteria and eligibility criteria of that organization.

Fuel and Utilities AllowancesA. Preamble

In keeping with the Departmental policy of placing responsibility on recipients to establish their eligibility for allowances, to exercise maximum effort to achieve self-support, to manage their own allowance, and to meet the Federal Government thrust to conserve energy, allowable amounts for utilities and fuel will be based on the community norm and family circumstances.

The recipient is responsible:

1. to ensure that the place of abode is well protected against the elements, that is, doors are in place and closed to keep in the heat, all windows are properly sealed, etc.,
2. to ensure all heating and cooking equipment is in good working order and used properly, that is, ovens are not to be used to heat the house as they are built to keep in heat, furnaces are serviced regularly; and,
3. to plan the purchase of service and fuel before depletion or season changes, for example, fuel oil purchased before the tank is empty, utility bills are paid promptly to obtain discount or before the service companies disconnect and wood is cut ahead of time to let it dry.

B. Eligibility

Allowances may be paid following careful assessment of the circumstances of the applicant and a follow-up visit to the home by the Issuing Authority to verify the information given. Only the principal householder shall be eligible for these allowances within any given abode; should there be other household members in receipt of income, they shall be expected to assist in meeting fuel and utilities expenditures, either by direct contribution or income paid as boarders.

In areas where wood is the basic fuel for cooking or heating or where water is readily available, allowances will not be paid if members of the household are capable of carrying out these functions.

Bands should be encouraged to develop work projects for the provision of wood where applicable to ensure the availability of wood for social assistance recipients and band members generally.

Requests for any other type of fuel or utility payment or increased amounts related to exceptional circumstances shall be referred to the District Superintendent of Social Development for written approval before authorization.

C. Utilities

Where this service is not included in the rent or shelter agreement or understanding, an allowance may be given for utilities. Utilities covered under this allowance are electric power for lights and the operation of appliances only, water and sewer, and water delivery where these services are being charged a service-fee applicable to all users. This allowance will not be paid in areas where the Band is accepting responsibility for the cost of utilities.

The allowable amount shall be in accordance with the schedule in this Section. If needed, a remedial plan will be drawn up with the client to enable him/her to manage.

Other costs such as dusk-to-dawn services, arrears in accounts, or contract services shall not be paid under the Utilities Section.

Allowable monthly amounts for utilities are as follows:

Electric Power:

Summer Schedule-April 1 to September 30

-Actual cost to a monthly maximum of \$22.

Winter Schedule-October 1 to March 30

-Actual cost to a monthly maximum of \$33.

Water and Sewer Service: Based on the prevailing rate for all users verified by recent invoices and discussions between the supplier and the Issuing Authority; and, related to the community norm.

Water Delivery: Three hundred (300) gallons at 5¢ per gallon, not to exceed \$15 per month.

Where the regular utility billing is for a two month period, the amount issued will cover this time-frame, and this information shall be noted in the "Comments" section of the Budget and Decision Form.

D. Fuel

Where heating is not included in the rent or shelter agreement or understanding, an allowance may be given for fuel. The items covered under this allowance are gas, fuel oil, propane and wood.

Allowances will be arrived at through discussions between the client and Issuing Authority, backed up with invoices for recent months and confirmation by the suppliers.

The District Superintendent of Social Development shall prepare for each reserve community served by the District Office a schedule of winter and summer fuel allowances incorporating the following guidelines:

1. Gas - Based on an average consumption of 2150 Therms per year, not to exceed \$30 per month;
2. Fuel Oil and Propane - Maximum allowance of \$50 per month;
3. Coal and Wood - Maximum allowance of \$50 per month.

Allowances for fuel may be granted monthly or at such other intervals as determined within the schedule for the community to ensure that maximum value is obtained from funds expended.

Chapter 8

SPECIAL NEED ALLOWANCES AND RELATED ASSISTANCE

Section 1 - Special Need Allowances

8.01 A. Preamble

In order to qualify for Special Need Allowances, individuals must be eligible for the Standard Social Assistance Budget as outlined in Cap 7.01. The Special Need Allowances are part of an income support program and their essential purpose is to alleviate conditions which threaten the well-being and safety of an individual or family. The need should be exceptional in relation to the general living condition of the individual or family and the community norm.

Special Needs are those goods or services which may be required as a single issuance or on a recurring monthly basis.

In assessing requests for Special Need Allowances the following criteria shall be considered:

- a) alternative ways of meeting the need;
- b) availability of funding from other programs and services;
and,
- c) income surplus to basic requirements of the individual or family during recent months.

B. Procedure

1. A Special Need Allowance Application Form shall be completed in quadruplicate and, where appropriate, estimates should be requested.
2. All documented requests must be submitted for prior approval of the District Superintendent of Social Development who has authority to authorize expenditures to a maximum of \$500.

8.01
(cont'd)

3. In emergent situations, where needs of the recipients can not await prior documentation or approval, the Issuing Authority may purchase the required goods and services to an amount not to exceed one hundred dollars (\$100.) for an individual or family unit in a fiscal year. If such urgent action must be taken, the Issuing Authority shall ensure that eligibility requirements are met and the documentation is submitted to the District Superintendent of Social Development at the earliest opportunity as required under 1, above.
4. Distribution of the Application for Special Need Allowance Form is as follows:
Copy #1 white Client
Copy #2 canary Regional Office - Finance
Copy #3 pink Client File
Copy #4 Goldenrod Issuing Authority Desk File

8.02 Household Furniture and Major Appliances

Major appliances and household furniture and furnishings is limited to the following:

- Stove
- Refrigerator
- Washing Machine
- Beds and Bedding
- Standard Kitchen Utensils
- Sewing Machines
- Standard Kitchen and/or Dining Room Table and Chairs

Dryers, deep freeze units, vacuum cleaners, television sets, record players, coffee tables, end tables, and other similar items will not be provided.

In the case of major appliances, the projected lifetime of such appliances should be established at the time of issuance.

In the purchase of household furniture and major appliances, the client should have the following options:

8.02
(cont'd.)

- a) purchase of furniture and appliances through service contracts with Supply and Services, Canada; and,
- b) responsibility of purchase from recognized retailers of his/her preference.

The District Superintendent of Social Development may approve the special need allowance after considering quotations from three retailers. In rural areas where service is limited to one retail outlet, quotations are not required.

The District Superintendent of Social Development may authorize a reasonable amount for the servicing of heating equipment and the repair cost of major appliances after receiving an assessment report from the Issuing Authority.

8.03 Homemaker Services - Preamble

The primary responsibility for provision of homemaking services rests with both parents and only if other members of the household and relatives are not able to provide assistance will the Department consider funding these services. No homemaker payments shall be made to a relative who can reasonably be expected to provide assistance. Communities should be encouraged to have available a trained and qualified homemaker, whose services may be purchased for this program.

A homemaker is a person who provides housekeeping and child care services in the home to meet the needs of a family because of illness or the absence of the parent(s) e.g., hospitalization of parent, illness which renders parent(s) incapable of managing the children and the home, and absence of parent(s) for reason of incarceration or attendance at a rehabilitative program approved by the District Superintendent of Social Development.

A. Eligibility

Homemaking services may be provided to applicants for reasons of physical or mental disability substantiated by a Medical Report, Such a report must be placed on file. The presence of the report

and the duration of validity should be reported on the Budget and Decision Form.

A medical report is not required when homemaking services are provided for social reasons.

Generally, the need for a homemaker is on a short-term basis.

If circumstances indicate that a homemaker will be required for an extended period and if approved by the District Superintendent of Social Development, the monthly cost shall be included in the monthly entitlement.

B. Services

Homemakers shall perform only those tasks approved for each individual household. Tasks performed for the recipient may include all or part of the following functions, depending on his particular need:

- preparing meals
- washing cutlery, dishware, and cooking utensils
- ~~washing~~ clothing
- shopping for food, clothing, and household goods
- ironing clothing
- drawing water
- cutting or splitting firewood
- washing floors
- light household cleaning
- cleaning, dressing, feeding children
- sending children to school
- other specified tasks that are consistent with the homemaker role and the needs of the client.

The Issuing Authority shall be responsible for the supervision of the homemaking services and, when no longer required, for the termination of the services.

8.04 Special Diets

Monthly allowances over and above the Basic Food Allowance may be provided for Special Diets on the written recommendation of a physician, or a Public Health Nurse in isolated areas where a physician is not available. The physician must specify the nature and duration of the special diet.

Special Diet Supplements are as follows:

Ulcer	\$ 9.00			
Low Calorie	5.00	Diabetic Diet:		
High Protein	13.00		Single Person/Family	
Gluten Free	13.00	-Calories		
Tuberculosis	13.00	1500	\$ 9.00	\$ 9.00
Restricted Sodium	8.00	2000	23.00	23.00
		2600	42.00	34.00

Special formula, for example, SMA, Similac, Soyalac, Enflac, etc., are not considered prescription drugs. If an infant requires a special formula or special diet confirmed by a nurse or medical practitioner, the cost in excess of the basic food allowance shall be provided as a Special Need.

The allowance for any Special Diet should be included in the Basic Food Allowance for the individual concerned and under Comments of the Budget and Decision Form, the name of the type of diet and caloric value should be stated.

8.05 Transportation

A transportation allowance which may include meals and shelter enroute, may be issued to an individual who is lacking in financial resources. The eligibility shall be based on an established need of the recipient for an approved Social Rehabilitation Program,

8.05 repatriation, or in the event of death, members of the immediate
(cont'd.) or surrogate family.

In urban centres, where bus service is available, the transportation allowance should be restricted to the amount required for utilization of these transit systems.

Transportation allowance should be provided to recipients only in time of crisis and if funding from other sources is not available. It should not be used for long-term and on-going purposes.

Transportation of relatives to funerals is considered their own responsibility. Where it is clear that the relative is in need and was extremely close to the deceased, transportation allowances may be provided but restricted to relatives living in Alberta Region as follows:

- (i) the spouse of the deceased
- (ii) the parents of deceased children
- (iii) the children of deceased parents.

Travel allowances to members of surrogate families and other special circumstances should be referred to the District Superintendent of Social Development.

8.06 Babysitting

It is expected that parents make arrangements with friends and neighbors for the care of children on a mutual exchange arrangement or pay the expense from Family Allowances. An allowance for babysitting may be provided to recipients who have confirmed interviews for employment or who are engaged in a training course. In determining the necessity for babysitting, regard will be given to ages of the children. No babysitting allowance will be paid to any member of the same household. The name, band number, relationship to recipient, number of hours worked, and rate per hour shall be indicated on the Special Need Application Form.

8.06
(cont'd)

The foregoing services are subject to budgetary limitation and may not be available to recipients of Education Circular E-12 and Canada Manpower training courses.

8.07

Day Care Services

If Day Care services are being purchased from a provincial Community Social Service subsidized Day Care Centres, only the client user-fee shall be paid.

8.08

Telephones

The onus will be on the client to establish his/her need by producing a medical report.

Telephone deposits, arrears, and/or long distance calls are the responsibility of the client and will not be authorized.

8.09

Clothing

In exceptional circumstances, minimal clothing not to exceed \$40 may be issued.

No provision is made for the issuance of layettes.

8.10

Emergency Groceries

This allowance may be given in dire situations when people have expended their basic allowances. A remedial plan to assist the recipient in managing within the limits of his/her allowances will be implemented.

8.11

Other

Other exceptional circumstances should be referred to the District Superintendent of Social Development.

8.12

Assistance to Burn-Outs and Other Catastrophies

The Social Assistance Program is not intended to relieve Indians of the need to purchase insurance coverage to protect themselves and their families from loss of household furniture, furnishings, and personal possessions through fire and other major catastrophies.

Some communities hold dances, bingos and other social functions and use the funds to assist community members experiencing loss of home and possessions through fire or other catastrophe. In addition, some communities hold benefits or engage in collections to meet exceptional needs. Voluntary service and community responsibility such as the foregoing should be encouraged.

Persons with access to other resources will be excluded.

Where other assistance is not available and a family is in receipt of income marginally above the Social Assistance Budget, allowances may be authorized by the District Superintendent of Social Development for:

- 1) household supplies to a maximum of \$200; and,
- 2) clothing to a maximum of \$100 per adult and \$75 per child.

Where the family is eligible for basic social assistance allowances, Special Need Allowances may be authorized.

All expenditures must be accounted for in the usual manner on a Budget and Decision Form.

8.13

Funerals

A. Preamble

Throughout Alberta, burial practices between Indian communities vary markedly and, to the extent possible, the traditional practices and family and community acceptance of responsibility for deceased band members shall be respected and encouraged.

Like other Canadian citizens, Indians are responsible for arranging and meeting the cost of burials of immediate family members.

Assistance may be provided under the Social Assistance Program to meet the cost of burial for Indians. Individuals, family, and community are expected to accept maximum responsibility for burial arrangements and costs.

B. Eligibility

No part of funeral costs will be met by social assistance other than as set forth in the following agreement with the Alberta Funeral Service Association and where funding from Social Assistance would be part payment toward funeral costs in excess of the rates quoted in this section.

The bodies of Registered Indian persons who die outside of Alberta Region will not be repatriated at public expense. If relatives desire to have the body returned, the cost of return transportation will be the responsibility of the relatives.

Within Alberta Region, bodies of deceased indigent Registered Indian persons will be repatriated to their home reserve only if they were living on that reserve immediately prior to their death. In determining immediate prior residence, time spent in hospitals and other institutions is not to be considered.

Where funeral expenses are being requested on behalf of a deceased person, the following procedures should be used:

1. if the deceased person were on social assistance at the time of death, or had been the dependent of a person enrolled on assistance, eligibility is established for payment of burial costs as outlined later in this section;
2. if the deceased person were not enrolled on social assistance at the time of death, the next-of-kin should provide the information necessary to determine eligibility for burial expenses with an amount equal to social assistance burial costs included as an expense for the month in which the death occurred.

3. if the deceased person were the head of a household, he is to be shown as the "applicant" for purposes of determining eligibility and his name should be entered at the top of the Application and Budget and Decision Form. The next-of-kin should sign these forms;
4. if the deceased person were a dependent, the head of the household in which he lived shall be the "applicant" for purposes of determining eligibility. The name of the head of the household should then be entered at the top of the Application and Budget and Decision Form and he should also sign these forms;
5. when submitting the Budget and Decision Form for reimbursement, a copy of the invoice from the funeral home should be attached, outlining the breakdown of costs and verifying that the burial expenses have been paid by the Band in cases where the Social Assistance Program is Band administered.

The funeral home must supply a detailed account including:

- a) type and actual cost of casket;
- b) listing of all disbursements and to whom;
- c) funeral home fee;
- d) full details of excess mileage;
- e) other items previously agreed upon and authorized by the District Superintendent of Social Development.

Billings to or collections from social assistance recipients in excess of the fees or payments specifically covered by this Section are not permitted.

C. Benefits

The Alberta Funeral Service Association agrees that it will provide through its practicing members basic burial services enumerated in Section 1, without additional charge to those persons within Alberta at the time of their death.

8.13
(cont'd)

1. The Association agrees to provide burial services to such persons in accordance with the following:
 - a) transporting of the remains to the funeral home;
 - b) embalming and dressing the body in clothing provided;
 - c) supplying a casket of the equivalent in cost of Crestwood Casket #3;
 - d) supplying a wooden outer box to be delivered to the local cemetery where this is a requirement of the cemetery in which the body is to be buried;
 - e) supply a metal lined or hermetically sealed casket, if required, in order to comply with existing health regulations;
 - f) supplying a hearse and one car for the funeral service;
 - g) providing chapel or church service, with the choice to be left to relatives of the deceased except that the cost of church rentals, clergy fees, organist, soloist and newspaper announcements shall not be the responsibility of the Department of Indian and Northern Affairs;
 - h) grave equipment including grass and lowering device will be supplied by the funeral director if necessary except that the cost of opening and closing of the grave shall not be the financial responsibility of the funeral director;
 - i) the funeral director shall obtain prior authorization from the Director of Superintendent of Social Development before proceeding with burial services;
 - j) if the remains are to be transported to another center for internment, or cremation, the total cost of burial service shall be in accordance with this agreement, except that additional transportation charges may be billed, subject to prior authorization from the District Superintendent of Social Development;
 - k) no charges will be made for mileage incurred in providing necessary transportation, to ensure the provision of burial services in accordance with this agreement within a ten mile radius of the city, town, or village in which

the funeral director is established, but where additional mileage is incurred in providing burial services in accordance with this agreement beyond the ten mile radius, additional mileage may be billed subject to prior authorization.

2. The Department of Indian and Northern Affairs agrees to make payments for burial services authorized under this agreement in accordance with the following:
 - (a) for burial services provided to all recipients over one month of age, from September 1, 1978 to August 31, 1979 - \$405 and, from September 1, 1979 to August 31, 1980 - \$435;
 - (b) the actual cost to the funeral home of the casket or any other merchandise supplied to any recipient in accordance with this agreement including freight costs, where such costs are incurred by the funeral home in delivery of the casket or other merchandise supplied to the recipient in accordance with this agreement, not to exceed \$200;
 - (c) additional costs for opening and closing of the grave, provided these costs do not exceed the cost of providing the same service to any other resident of the community in which the deceased person is to be buried;
 - (d) in cases where cremation of the remains is requested by family or friends, the actual cost to the funeral home for this cremation in lieu of the cost of opening and closing of the grave;
 - (e) when mileage is incurred, outside the ten mile radius from the city, town or village in which the funeral director is established, the sum of sixty cents (60¢) per additional mile for one vehicle only, subject to prior authorization;
 - (f) actual costs to the funeral home of transporting the remains from one centre to another for interment, or

8.13
(cont'd)

cremation, subject to prior authorization, in which cases the remains shall be transported by the most reasonable means available, in terms of both cost and time.

For transportation of relatives and any other personal expenses such as meals and accommodations, related to funerals, see Special Need Allowances. No provision is made for wakes.

8.14 Autopsy Costs

In cases where the Medical Examiner (Coroner) orders an autopsy, all transportation costs are payable by the Department of the Attorney-General of Alberta.

8.15 Recovery from Estates

The first charge against the estate of any person is the cost of his burial. Information on all expenses paid from public funds for a burial must therefore be forwarded to the Regional Estates Officer for inclusion as a liability against estate assets.

Section 11

8.16 Assistance in Exceptional Circumstances

Notwithstanding any other provision of this regulation, where the Regional Director General is informed and believes that an applicant, a recipient, or his dependents continue to lack the basic necessities, he may make such further provisions as will ensure that the basic necessities are provided.

8.17 Health Care

The purchase, rental, repair and replacement of prosthetic appliances and eyeglasses, etc., are processed through and may be funded by Medical Services Branch, Health and Welfare Canada. For problems related to health or medical needs, local Medical

8.17 Services Branch nurses or the Zone Director of Medical
(cont'd) Services, Health and Welfare, should be advised.

8.18 Legal Services

Recipients can apply for Legal Aid Services.

Chapter 9

WORK INCENTIVE ALLOWANCES AND EARNING EXEMPTIONS

Section 1 - Work Incentive Policies

The Incentive Allowance Program has been designed to increase the employment incentive of employable social assistance recipients.

9.01 Income from Employment

A recipient of social assistance who is not self-employed and who has been in receipt of social assistance for 30 days or longer, shall exclude earnings up to \$100 monthly in the determination of personal and family resources. These exemptions are allowed to a maximum of six months or 180 days after securing employment during a fiscal year.

Eligibility

The earning exemption does not apply to persons who are self-employed as farmers, fishermen, trappers, contractors, taxi-drivers, etc., or to persons in education or training programs.

To qualify for work incentive benefits, a recipient of social assistance allowances shall give information as follows:

1. name and address of employer; and,
2. gross monthly earnings.

9.02 Income from Self-Employment

Self-employed persons shall be allowed to deduct from gross business income legitimate operating and business expenses supported by receipts as set forth in Chapter 5.

Section 11 - Earning Exemptions and Expenses

9.03 Compulsory Payroll Deductions

Only compulsory payroll deductions may be deducted from earnings for purposes of determining income to be considered in computing Social

9.03
(cont'd)

Assistance budgets. These may include:

- unemployment insurance premiums;
- union dues;
- Canada Pension Plan premiums; and,
- other compulsory deductions.

Income Tax is not an allowable deduction and, by the same token, Income Tax Refunds are exempted from calculations as a financial resource.

Repayment of an advance from the employer or a loan from the Credit Union are not allowable exemptions from calculation as a financial resource.

9.04

Essential Transportation for Employment

Essential transportation costs may be deducted as follows:

- in urban areas, public transit rates shall represent the maximum employment transportation cost to be exempted; and,
- in rural areas, the least expensive mode of transportation shall be costed and deductions shall not exceed that amount. If a recipient uses his private vehicle, actual gasoline costs to and from the place of employment may be considered, but other costs such as maintenance, insurance, etc., shall not be allowed.

9.05

Child Day Care and Babysitting Expenses

Reasonable child care and babysitting expenses for employment purposes are exempted, subject to the provision of receipts which indicate the full name, address and telephone number of the sitter. No deduction is permitted for one member of a family in receipt of social assistance for the provision of babysitting service to a member of the same household.

9.06

Other Employment Related Expenses

Other employment related expenses such as safety equipment, boots

9.06
(cont'd)

and hats; special work clothing; and, trade tools required for employment are considered a part of the investment of a client in his occupation and shall be met from the standard income exemption of one hundred dollars (\$100.).

GUARDIAN SOCIAL ALLOWANCES

10.01 General

Parents are responsible for the care and maintenance of their child or children unless such rights and responsibilities have been terminated by legal process. Placement of a child with other persons does not relieve the parent of responsibility for the care and maintenance of the child. The placed child is exposed not only to the ordinary problems of growing up but also to problems that arise from living with a substitute family. Indian and Northern Affairs Canada has no cause to become involved in the private placement of a child unless there is reason to suspect neglect or mistreatment.

Under the Social Assistance Program, Guardian Social Allowances may be paid in respect to a child who is being cared for adequately in the home of another person. The payment of an allowance is not intended to relieve a parent of legal responsibilities to a child and allowances will be paid only after careful assessment indicating the plan is in the best interest of the child.

For purposes of the Social Assistance Program, "guardian" means the person in whose care a child is, with or without parental consent, and should not be interpreted to mean a legal state or condition.

10.02 A. Eligibility

Allowances may be paid following careful assessment of the circumstances of the child; of the natural parent or parents; and, of the substitute family.

Applications for Guardian Social Allowances may be approved if the following criteria apply:

1. if the plan is in the best interests of the child;

2. if an assessment of the home of the guardian reveals the home is a suitable environment for children and the child will receive love, care, and supervision suited to his/her individual needs;
3. if the child has been in the care of the applicant for a period of at least six (6) months;
4. if the child has been orphaned or the parent or parents are unable to care for the child by reason of incarceration in a correctional institution or hospitalization, the waiting period referred to in (3) may be waived;
5. if the placement were accepted as a planned disposition for a child at a recorded case conference of the Issuing Authority, provincial child welfare officials and the District Superintendent of Social Development or his designate; and,
6. if the placement arose from approval of a voluntary application of the guardian to care for the child at a wardship hearing convened under the Child Welfare Act.

A child of school age shall be expected to attend school regularly and on a full-time basis or to obtain training leading to self-employment.

Guardian Social Allowances are approved on the understanding that continuing and determined efforts will be made to resolve problems and reunite the family and to provide the child with the security afforded by adoption or legal guardianship. Continued eligibility for allowances will be based on quarterly evaluations of care provided and planning for the future welfare of the child.

Guardian Social Allowances shall not be paid if:

1. a natural parent is a member of the household in which the child resides;
2. the child is cared for in a community residence or institution; and,
3. the child is in need of protection services under the Child Welfare Act.

It is expected that a child 16-18 years of age for whom an allowance is paid will attend school regularly and on a full-time basis to obtain training leading to employment unless physically or mentally incapacitated.

If the parent or parents have abandoned a child or if the child is in need of protection under the Child Welfare Act, referral shall be made to the provincially accredited child welfare authority.

If placement has been arranged by the provincially accredited child welfare authority, care and maintenance allowances shall be paid by the Department of Social Services and Community Health.

All income and assets of the child shall be considered in determining eligibility. The financial circumstances of the guardian shall not be considered.

B. Responsibilities

1. General Information

Although maintenance is provided under the Guardian Social Allowance Program, Indian and Northern Affairs, Canada, assumes no legal wardship responsibility. In accepting the child into their care, with or without involvement of the natural parents, the guardians also are accepting basic parental responsibility for the on-going care and upbringing of the child.

For the protection of the child and themselves, guardians shall obtain the written consent of parents authorizing them to care for the child and to provide essential medical care and treatment. The alternative is formal application for legal guardianship which may be obtained through a District Court. Details of this procedure may be obtained from Legal Aid.

Indian and Northern Affairs Canada will not be involved in making decisions which have legal implications.

2. Involvement of Parents and Parental Maintenance Responsibilities

The extent of parental involvement with the guardian should be clarified at the time of the application. The guardian should seek maintenance directly from the parents. The Issuing Authority shall involve the parents in the maintenance of their child.

C. Benefits

Guardian Social Allowances are as follows:

	<u>Food</u>	<u>Clothing</u>
0-11 years	\$30.00	\$12.00
12-17 years	\$51.00	\$13.00

An additional allowance as provided for in the Schedule of Special Diet Supplements page may be provided when this need has been verified in writing by a physician.

As a consideration for accommodation and incidental household expenses, a shelter allowance of \$27 per month may be provided.

If a household is in receipt of comprehensive shelter allowances under the Social Assistance Program, shelter allowances shall not be paid under Guardian Social Allowances.

The guardian should apply for Family Allowances for the child.

D. Documentation

A Guardian Social Allowances Application and Authority Form must be completed by the Issuing Authority and approved by the responsible District Superintendent of Social Development.

Allowances shall be paid to the guardian and a Budget and Decision Form shall be completed.

A record shall be opened for each applicant and shall contain information as follows:

10.02
(cont'd)

- a) the circumstances of the child at the time of initial application;
- b) a report on a visit to the home of the guardian;
- c) an assessment of planning and plans for the future of the child;
- d) the circumstances and whereabouts of the parents;
- e) the involvement of the parents in planning for the future of the child;
- f) the involvement of the parents in maintaining the child;
- g) if the whereabouts of the parents are unknown, relevant data concerning their identity and last known address shall be reported; and,
- h) the circumstances of all recipients shall be reviewed quarterly and assessment reports should be retained on file.

Chapter 11

CONFIDENTIALITY

- 11.01 Any applicant or recipient has a right to considerate and confidential service.

The Issuing Authority should be provided with a private office and waiting-room facilities which are pleasant, free from distractions, and conveniently located to clients.

All recorded information about applicants, recipients, and their dependents is restricted and shall be retained in locked filing cabinets.

Information may be released with written consent of the applicant on authority. There are circumstances when information may be disclosed without consent as follows:

- 1) to any Band Welfare Administrator, governmental department, or other agencies having responsibility for administering social assistance;
- 2) if necessary, for the administration of justice or the enforcement of social assistance regulations, e.g., a trial hearing or proceedings or to a solicitor acting on behalf of any Band Council, governmental authority, or agency responsible for the initiation of a trial, hearing, or proceedings;
- 3) during a hearing of an appeal before an authorized appeal body;
- 4) to a Member of Parliament or Member of the Legislative Assembly if the latter has consent of the person who has applied for or has received social assistance;
- 5) if there is sufficient reason to believe that an applicant or recipient of social assistance will harm himself, or others, referral may be made to medical and/or law enforcement authorities;

11.01
(cont'd)

- 6) if a child is in need of protection, in accordance with the Child Welfare Act, referral shall be made to the Department of Social Services and Community Health; and,
- 7) to Medical Services Branch, Health and Welfare Canada, to assist in establishing eligibility for health services;
- 8) in exceptional circumstances to protect the integrity of the Social Assistance Program and its administrators.

A Band Welfare Administrator shall provide the Social Services Administrator, or District Superintendent of Social Development, with all relevant information concerning a social assistance client and his circumstances.

Any employee who contravenes these provisions will be subject to disciplinary action.

RECORDS, REPORTS, ACCOUNTING GUIDELINES AND PROCEDURES

Section 1 - Records and Reports

12.01 Maintenance of Social Assistance - Personal and Family Records

A social assistance file shall be established for each family or individual in receipt of social assistance. The record shall be maintained by the Issuing Authority and shall contain relevant social assistance documents as follows:

1. Application for Social Assistance Forms completed and signed by the applicant;
2. pink copies of Budget and Decision Form;
3. any report containing information elicited or received from Canada Immigration and Employment Commission;
4. any Medical Release and Assessment Form or other medical documents related to the application for social assistance;
5. any form or other documentation related to Special Need Allowances;
6. case recording;
7. reference to administrative review and client appeal; and,
8. any other correspondence or reports directly related to the administration of the Social Assistance Program.

Individual and family social assistance records are the property of the Department of Indian and Northern Affairs. Access to such records shall be restricted to staff of the Social Development Program, Indian and Northern Affairs, to the Issuing Authority and to other persons directly involved in administering the program. If an Indian Band accepts responsibility for administering the Social Assistance Program, it also accepts responsibility as custodian of such records.

12.01
(cont'd)

Indian bands administering the Social Assistance Program and Social Development staff of District Offices and Area Service Centres receive monthly computer statements of expenditures coded to social assistance appropriations.

District Superintendents of Social Development receive monthly Variance Reports and are required to explain significant plus or minus expenditure variances from approved Budget allocations.

12.02 Definitions of Units of Service

Indian and Inuit Affairs Program

Unit: The unit in social assistance is a case month, defined as one individual or family receiving social assistance for one month.

Unit Cost: The unit cost is the average cost of a case month, obtained by dividing the total cost by the number of case months.

Beneficiary: One individual receiving the service (a family of four constitutes one unit and 4 beneficiaries).

Section 11 - Accounting Guidelines and Procedures

12.03 Band Administered

Social Assistance expenditures must be in accord with Social Assistance Regulations and the Financial Administration Act. Moreover, relevant statistical data must be obtained to assist in preparing and justifying social assistance budgets and in planning other programs to alleviate need.

If a band is administering the program, the band must open a bank account into which is deposited all funds for the Social Assistance Program. Disbursements of those funds must be in accord with

12.03
(cont'd)

sound accounting practices.

A Band Welfare Administrator shall maintain financial records as follows:

1. All funds issued to the Social Assistance Program shall be deposited into the Band trust account or special social assistance account and recorded in the Welfare Cash Journal. All disbursements must be authorized by two band officials designated by the Chief and Council and must be in accord with Social Assistance Regulations.
2. Social Assistance Allowances may be issued by cheque which, because of the one-write system of accounting, will be entered into the Welfare Cash Journal.
3. If a person is entitled to Social Assistance Allowances and payment is made by voucher, the latter must give all relevant data and, because of the one-write system, will be recorded in the Welfare Voucher Register.
4. A Welfare Record or Ledger Card may be used to record assistance issued by cheque or voucher to any social assistance recipient. This card contains the classification of need and specific purposes for which allowances were issued.
5. The supplier of goods and services provided by voucher shall submit to the Issuing Authority a stub of the voucher containing the signature of the person in whose favour the voucher was issued acknowledging receipt of the goods and services together with detailed accounts covering expenditures. After checking and certifying the accounts for arithmetical accuracy, to ensure that the accounts were not paid previously, and expenditures are in accord with authority, the Welfare Administrator may issue a cheque.
6. There shall be no pre-signed cheques.

The cheque number covering payment should be shown in the appropriate column of the Welfare Voucher Journal.

12.03 The Issuing Authority or other appropriate band employee shall
(cont'd.) obtain statements and cancelled cheques from the bank and complete
a Bank Reconciliation Statement monthly.

A sample format is in the Appendix to this Manual.

Reimbursement for social assistance expenditures as determined
by Budget and Decision Sheets should balance with expenditures as
shown in the Welfare Cash Journal and Welfare Voucher Register.

Assistance of staff of the Social Development Division and
Administration and Finance, the Indian and Inuit Affairs Program
shall be available to Band staff for instruction and guidance in
maintaining social assistance financial records.

12.04 Transitional Administration

The procedures shall be the same as for the Band administration of
the program except that all disbursements shall be authorized by
one band official designated by the Chief and Council and one
employee of Indian and Northern Affairs.

12.05 Department Administration

A purchase order detailing the goods and services to be provided
and their value shall be issued in favor of the recipient and
to the supplier of his choice.

The supplier of service will submit original invoices signed by
the recipient together with supporting counterslips, cash register
tapes, or other documents to the Issuing Authority for certification
and transmission to Regional Office for payment.

Departmental staff shall distribute copies of Purchase Order C Series -
covering social assistance allowances as follows:

1. original copy to supplier of goods and services;
2. blue copy to Finance for commitment control;
3. pink and green copy to Administrative Officer, with certified
accounts for payment; and,
4. goldenrod copy to be retained in Purchase Order Book.

Chapter 13

ADMINISTRATIVE REVIEW AND APPEAL

13.01 An appeal of a decision of an Issuing Authority in the matter of Social Assistance allowances may be heard by the Regional Appeal Committee established by the Indian and Inuit Affairs Program.

A client shall be deemed to have been advised of his Right to Appeal when he signs a Budget and Decision Form.

An applicant or recipient may appeal a decision on the grounds of:

- a) refusal to grant allowances;
- b) cancellation of allowances;
- c) suspension of allowances;
- d) reduction of allowances;
- e) inadequacy of allowances;
- f) the method of payment; and,
- g) other..

The dissatisfied applicant or recipient of Social Assistance allowances shall complete and sign Notice of Appeal of a Decision INASD 10-78-8 setting forth the grounds for appeal.

Upon receipt of a properly completed Notice of Appeal of a Decision INASD 10-78-8 the Issuing Authority shall acknowledge its receipt, in writing, and submit the document together with relevant explanatory data to the responsible District Superintendent of Social Development.

Where a person has applied for and been refused assistance, the Issuing Authority may provide food and (where absolutely necessary) shelter until the case has been dealt with by the Regional Appeal Committee.

13.02 Administrative Review

Upon receipt of a Notice of Appeal of a Decision form, the District Superintendent of Social Development will review the file of the appellant and circumstances related to the decision being appealed.

An Administrative Review shall be conducted as follows:

- a) the District Superintendent of Social Development shall convene within five working days a meeting of the appellant and his representative, if any, and the Issuing Authority and the Social Assistance file of the appellant will be reviewed and the issues identified and discussed.
- b) if the Issuing Authority is able to reach an understanding that is acceptable to the appellant, the agreed upon action will be taken and the matter will be considered as having been concluded.
- c) if the Issuing Authority or District Superintendent of Social Development are unable to make an immediate adjustment to the satisfaction of the appellant and if requested by the appellant, the District Superintendent of Social Development shall forward the Notice of Appeal of a Decision INASD 10-78-8 to the Regional Appeal Committee and a hearing shall be convened within ten working days.
- d) the Administrative Review shall be concluded as soon as possible and the appellant shall be notified, in writing, of the results. The notification will be delivered or mailed to the appellant within seven working days from the date of receipt of the notice of appeal by the Issuing Authority.

13.03 Composition and Selection of Regional Appeal Committee

There shall be a Regional Appeal Committee composed of three members.

13.03
(cont'd.)

The three members of the Appeal Committee will be appointed by the Regional Director General, Alberta Region, Indian and Inuit Affairs Program, as follows:

1. one person to be nominated by the Indian Association of Alberta;
2. one person selected by the Indian and Inuit Affairs Program; and,
3. one recipient of services under the Social Assistance Program to be selected jointly by the nominees of the Indian Association of Alberta and of the Indian and Inuit Affairs Program.

Alternate members shall be nominated by the Indian Association of Alberta and the Indian and Inuit Affairs Program to serve in the event of illness or other commitments rendering their respective members unable to serve.

13.04 Training of Regional Appeal Committee Members

As a prerequisite to serving on the Regional Appeal Committee, members shall have completed a comprehensive training program in order that they may acquire adequate knowledge of the Social Assistance Program. The training program shall be arranged or provided by the Indian and Inuit Affairs Program.

13.05 Terms of Reference of Regional Appeal Committee

1. No appeal may be heard unless the three duly appointed Regional Appeal Committee members are present.
2. The Regional Appeal Committee
 - a) shall select one member to act as Chairperson.
 - b) shall review the application and decide whether or not there are grounds for appeal.
 - c) where appropriate, will convene hearings.
 - d) may consult with other individuals and organizations.
 - e) may make rulings in respect to mandatory allowances and items included in the Standard Social Assistance Budget.

13.05
(cont'd.)

- f) may make recommendations in respect to discretionary allowances such as Special Need, Guardian Social Allowances and supplements to basic social assistance schedules.
- g) may identify and make recommendations in respect to policies and procedures requiring review and revision.
- h) shall render its written report to the Regional Director General within three working days following a hearing.

13.06 Place of Appeal Hearings

In all usual circumstances, the hearing of the Appeal Committee will be held at the office of the Issuing Authority. If this is not possible, the appellant and/or his representative shall be provided travel assistance in accordance with prevailing Treasury Board Travel Regulations.

13.07 Hearings of the Regional Appeal Committee

If an Administrative Review as provided for in Section 13.02 fails to resolve problems and if requested by the appellant, a hearing of the Regional Appeal Committee shall be convened within 10 working days from the date of the Administrative Review. The responsible District Superintendent of Social Development shall advise the appellant, in writing, of the date, time, and place of the hearing of the Regional Appeal Committee; of his right to present supporting information and witnesses at the hearing; and, of his right to designate a representative. If a representative is designated, a statement signed by the appellant will be placed on file.

All hearings of the Regional Appeal Committee shall be held in camera.

The Regional Appeal Committee may proceed in the absence of an appellant who does not respond to the notice.

13.07
(cont'd).

A Regional Appeal Committee hearing will be conducted as follows:

- a) the Regional Appeal Committee will identify the decision being appealed.
- b) the Regional Appeal Committee will examine the Administrative Review as recorded on the Notice of Appeal of a Decision INASD 10-78-8 form.
- c) the appellant will be requested to explain fully his position with respect to the decision being appealed.
- d) the Issuing Authority and District Superintendent of Social Development will be given an opportunity to question the appellant about his explanation.
- e) the Issuing Authority will be requested to explain his position with respect to the decision being appealed.
- f) the appellant will be given an opportunity to question the Issuing Authority regarding his explanation.
- g) the Issuing Authority may be called upon to identify and explain any documents that are available.
- h) the Regional Appeal Committee may question any person attending the hearing or, at the discretion of the appellant, consult or seek information from any individual who can assist in the appeal.

Where the Regional Advisory Committee is unable to complete the hearing of an appeal, the case may be adjourned for a period not exceeding 30 days.

The Chairperson of the Regional Appeal Committee will complete a report indicating:

- a) the date, time and place of the hearing.
- b) the name of the Chairperson and members of the Committee hearing the appeal.
- c) the names of all persons attending the hearing.
- d) the decision being appealed.
- e) the findings of the Regional Appeal Committee.

13.07 (cont'd.) The report should be signed by all Committee members and submitted to the Regional Director General, Indian and Inuit Affairs Program, Alberta Region.

13.08 Records of the Regional Appeal Committee

All records of proceedings and reference documents are property of the Department of Indian and Northern Affairs.

"Confidential" material shall be retained in locked files.

After the hearing, the Appeal Committee shall return all documents to the Regional Director General, the Indian and Inuit Affairs Program, Alberta Region, in Edmonton.

13.09 Implementation of Decisions and Recommendations

If the decision of the Appeal Committee is in accord with Social Assistance Program policies, regulations, directives, and procedures, it shall be implemented.

If the decision of the Appeal Committee appears to be in conflict with Social Assistance Program policies, regulations, directives, or procedures, a meeting between the Director of Social Development, Indian and Inuit Affairs Program and the Appeal Committee may be scheduled to identify and resolve the conflict.

The Regional Director General shall advise the Regional Appeal Committee of action taken in respect to its recommendations and suggestions for changes in the Social Assistance Program. The Regional Director General shall communicate to the appellant the findings of the Regional Appeal Committee and action taken or planned to implement recommendations.

The decision of the Regional Director General shall be final.

13.10 Remuneration and Travel Allowances

The Department of Indian and Northern Affairs shall reimburse the Regional Appeal Committee members their actual costs of travel and meal allowances as per Treasury Board Travel Regulations.

Honoraria or other service fees to the Regional Appeal Committee members will be paid through individual service contracts and as determined by the Regional Director General, Department of Indian and Northern Affairs, Alberta Region.

EMPLOYMENT SERVICES

14.01 General

The Social Assistance Program has been conceived and is to be implemented in such a way as to foster the social and economic development of individuals, families, and communities. Through counselling and casework employable individuals and heads of households are to be encouraged to seek out and accept available employment or training leading to employment. Work Incentive and Earning Exemptions are intended to reinforce the incentive of applicants and recipients to become self-supporting. In addition, the regulations provide for the transfer of social assistance allowances normally payable to applicants and recipients to approved work projects which are under band auspices and in which those individuals and heads of households are employed.

14.02 Band Work Process

Band Work Process is not a program, as such, but a mechanism or process to implement programs with increased responsiveness to community needs.

1. Objective

The short-term objective of the Band Work Process is to provide employment to unemployed employable Indian people living in Indian communities in Alberta on work assignments which will be of benefit to their communities.

The long-term objective is to improve the capacity of communities to develop more permanent strategies and economic enterprises and to alleviate dependence on social assistance and its resultant social and economic problems.

14.02
(cont'd)

2. Program Policy

- (i) Band Work Projects are to be developed by Band Councils and, after Departmental approval, will be funded and operated under the provisions of Local Government Guidelines.
- (ii) Unemployed employable community residents of both sexes are to be given priority consideration.
- (iii) Wages paid for work performed under the Band Work Process are to be based on a maximum of 40 hours per week and normally not less than the Federal or Provincial minimum wage scale.
- (iv) Social Assistance and Departmental O & M and Capital Funds allocated for labour costs are to be utilized and may be pooled with funds from other available sources.

14.03

Work Opportunity Programs

The prime objective of the Work Opportunity Program is to increase individual and community self-reliance and autonomy through the constructive use of social assistance appropriations and funds from other services to provide employment opportunities for those persons who would be unemployed otherwise. A secondary objective is the provision of facilities and services which are required in Indian communities and which ordinarily have low priority.

Under the Social Assistance Program funds which would be paid out in respect to an individual or family for social assistance may be paid over to projects approved by the Indian and Inuit Affairs Program under Work Opportunity Programs and Band Work Process.

Responsibilities of Staff for Employment Projects

Administrators of the Social Assistance Program, in association with other Departmental and Band officials, have responsibility for developing work projects of an economic development perspective.

Persons employed within the Social Assistance Program are responsible:

1. to ensure that recipients of social assistance allowances are given priority for employment with band work projects;
2. to exercise maximum resourcefulness and effort in seeking out and utilizing sources of funding other than the Social Assistance Program;
3. to certify the social assistance recipients to be employed in approved Work Opportunity Programs and Band Works Process projects and to arrange for their social assistance entitlement to be transferred into the project fund;
4. to assist the client in developing the skills and habits of regular employment by promoting Life Skills Training and counselling;
5. to maintain records identifying individual and total social assistance case units and case unit dollars transferred to Work Opportunity Programs and Band Works Process;
6. to monitor and to evaluate the progress of work projects to justify continuing Social Assistance Program support and contributions;
7. to report on the impact of the various employment and job creation activities on the Social Assistance Program case-load and expenditures;
8. in association with Band, Departmental, and other individuals and organizations, to assist in developing and utilizing employment opportunities for clients leaving the program.

Social Work Principles in Social Assistance Administration

1. An individual and the society in which he lives are interdependent and, if any member suffers, the community suffers accordingly and vice versa.
2. The basic needs of an individual and family must be met adequately before they can develop to their potential and make a maximum contribution to the community.
3. Members of a community have the right to information about assistance and services to which they are entitled when in need.
4. Community support of the value system inherent in the Social Assistance Program is necessary if the desired results are to be obtained.
5. A Social Assistance Program should be based on a system of rights and responsibilities; the individual is responsible to maintain himself and his dependents to the extent his individual circumstances permit and has a right to assistance when the economic system fails to provide employment or when the individual is unable to take advantage of economic opportunities because of mental or physical disabilities.
6. No stigma should be attached to the recipient of Social Assistance.
7. Inadequate social allowances or fear or deprivation contribute to dependency by making the applicant focus his energies on establishing eligibility or continued eligibility for allowances rather than on activities to promote interdependence and self-support.
8. "Hope" is seen as a more powerful agent for change than "fear".
9. The value society places on people is reflected in how it responds to people in need and expectations made of such people.

10. The Welfare Administrator should issue assistance to the applicant to the maximum provided by law and administrative regulations.
11. Any person should have the right to apply for Social Assistance and the Welfare Administrator should give a decision concerning eligibility, in writing.
12. Applicants for assistance should be required to give only that information which is required to assess their obligations and resources and, when incomplete or erroneous information is given, should be liable for disciplinary action.
13. Information concerning the applicant and his circumstances should be held in confidence by the Welfare Administration.
14. The Social Assistance Program must support community programs of an economic and social development perspective.
15. The manner in which Social Assistance is administered must respect the right of the person to retain responsibility for himself and his dependents, should foster self-reliance, must respect the dignity and worth of every individual and must respect individual and family differences.
16. Some social assistance recipients require more than the provision of material assistance and should be enabled to obtain the required services from appropriate resources.
17. Assistance should be provided at the point need arises.
18. The rights and responsibilities of the applicant should be defined clearly and enforced.
19. An applicant or recipient of Social Assistance should have the right of appeal decisions of the Welfare Administrator.
20. The administrative process should make assistance available to those and only those persons for whom it was intended.

21. A recipient of Social Assistance should use allowances for those purposes for which they were provided.
22. The Social Assistance Program should be administered in such a way as to protect, maintain, and develop individual and family strengths.
23. Because the customary way of people transacting business is with money, whenever possible, Social Assistance should be issued in cash.
24. People should not be required to work for Social Assistance. Several reasons include:
 - a) Work has been used as a means of deterring people from applying for assistance;
 - b) If people are required to work, they are unable to look for gainful employment;
 - c) Work Projects are difficult to administer and costly;
 - d) Work for welfare assistance identifies recipients to the community and gives rise to stigma to recipients and their families; and,
 - e) Poorly conceived work projects generate poor work habits.

This does not mean that Social Assistance workers do not believe in work; useful employment is an important human need.
25. Unemployment and underemployment are costly and represent:
 - a) a loss to the individual
 - i) a loss in satisfaction which comes from performing useful activity;
 - ii) a loss of income and the consequent loss of choices and opportunity for social involvement;
 - iii) a diminished role of the individual in family relationships and in loss of emulation patterns for children; and,
 - iv) the loss of habits and skills which are derived from employment and, which renders him less employable.

- b) a loss to the community
 - i) the cost of providing assistance to the individual and his family; and,
 - ii) the contribution which the person would have if gainfully employed.

We believe that, if there is useful work to be done, it should be available as a work project.

Guidelines for Monitoring the Social Assistance Program

1. Ensure that Social Assistance Manuals charged out to Band personnel are complete, amendments are received and inserted in the Manual, and explained.
2. Provide current and relevant reference data which may be filed in the Social Assistance Manual, e.g., a schedule of current foster home allowances; the names, addresses, and telephone numbers of individuals and organizations related to the administration of the Social Assistance Program; current rates of Guaranteed Income Supplement allowances; and, other letters and reports pertaining to Social Assistance Administration.
3. Inspect individual and family social assistance records for completeness and accuracy. A list of social assistance forms and their use has been appended.
4. Ascertain that data given by social assistance applicants and recipients has been corroborated or supplemented by data from collateral sources.
5. Ascertain that consideration is being given to total households as well as to individual and family units in the issuance of social assistance allowances.
6. Ascertain the actual and potential use of existing services and organizations. Special consideration should be given to:
 - a) Educational and training programs which offer opportunity for improvement and often provide funds for the applicant and his dependents.
 - b) Employment services, e.g., Canada Manpower, Northern Manpower, Work Projects.
 - c) Employment related benefits
 - Canada Pension Plan -Death Benefits
 - Survivor Benefits
 - Retirement Benefits
 - Workers Compensation
 - Unemployment Insurance, including Sickness Benefits

- d) Income Maintenance programs
 - Old Age Security
 - Guaranteed Income Supplement
 - Alberta Assured Income Plan
 - Spouse Allowances
 - Family Allowances
 - e) Other Financial Benefits
 - Criminal Injuries Awards
 - Awards in respect to civil suits
 - f) Rehabilitation Services
7. Special Situations or Questions -
- Questions of the Welfare Administrator in respect to Social Assistance Policy and Regulations and their application should be discussed and action initiated to clarify or report on problems in order that remedial action may be taken.
8. Special Need -
- All requests for Special Need should present requests with appropriate documentation and recommendations for service.
9. Collaboration of the Issuing Authority with other organizations:
- a) the Band Chief and Council
 - b) Band Welfare Committee
 - c) Other service organizations
10. Direct Service
- a) Individual and family
 - b) Counselling
 - c) Referrals.
11. Training needs, identification of and participating in training programs for Welfare Administrator, Band staff, and the community at large.
12. Inspection of Cash Books and financial records for accuracy, promptness of submission, and completeness.
13. Work Projects -
- The conception and support of local works projects.

* FAMILY ALLOWANCE RATES FOR ALBERTA

<u>AGE</u>	<u>1979</u>
0 - 6	\$15.10
7 - 11	19.00
12 - 16	25.00
16 - 17	28.00

OLD AGE SECURITY AND GUARANTEED INCOME

SUPPLEMENT ALLOWANCES AND SPOUSE ALLOWANCES

Old Age Security and Guaranteed Income Supplement rates are indexed to the cost of living and are adjusted quarterly.

Effective January 1, 1979, maximum allowances to aged persons are as follows:

Basic Old Age Security Allowances	monthly	167.21
-----------------------------------	---------	--------

Maximum Guaranteed Income
Supplement Allowances

- | | |
|-------------------------------------|--------|
| 1. Single, widowed or divorced | 137.28 |
| 2. Married couple - both pensioners | 114.15 |

Maximum combined Old Age Security and
Supplement Allowances

- | | |
|-------------------------------------|--------|
| 1. Single pension | 304.49 |
| 2. Married Couple - both pensioners | 281.36 |

Maximum Spouse Allowances	281.36
---------------------------	--------

Note: Old Age Security and Guaranteed Income Supplement Allowances are paid in arrears. In other words, the increase will be included in cheques at the end of January.

BASIC STEPS IN THE INTERVIEW

1. Reception of client. Helping him to feel comfortable by immediate and considerate attention and privacy.
2. Listening to the problem as he sees it, always remembering that the final responsibility rests with client and family.
3. Letting the client present what he sees as a solution to the problem. (This step is often skipped by workers.)
4. Presenting organizational services, policies, and requirements in relation to his request for help. (It is at this point that the client may decide not to proceed with the application.)
5. The client has the right to know why we have certain policies and requirements and what our expectations are.
6. Setting time of next interview. What the organization, the worker and the client will do before the next meeting.
7. The time of next meeting, the reason for such a meeting and the content of the discussion should always be understood in ending.

Note: The on-going process will continue to contain elements of some or all of the aforementioned steps not necessarily in that order.