

**Educational assistance policy  
with guidelines for operating the boarding home  
program for Indian Students**

/ G.D. Cromb

Ottawa, Ont. : Education Branch,  
Dept. of Indian Affairs and Northern Development, 1971

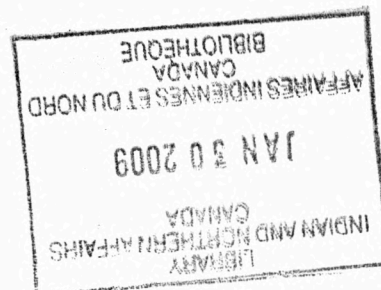
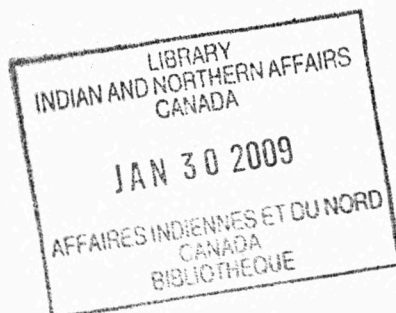
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EDUCATIONAL ASSISTANCE POLICY

WITH

GUIDELINES FOR OPERATING

THE BOARDING HOME PROGRAM FOR INDIAN STUDENTS



Education Branch  
Department of Indian Affairs and Northern Development  
Ottawa, Canada  
April, 1970  
Revised: October, 1970  
July, 1971

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## P R E F A C E

The following policy paper and guidelines on Educational Assistance and the Boarding Home Program is the end product of Regional and District workshops and exchanges of correspondence between Headquarters and field officers. The process of developing the paper originated with the study of boarding homes conducted for the Department by Miss B. Snider in 1968, and has been continued under the direction of the Guidance Services Division of the Education Branch. The guidelines both represent and reflect the ideas of the many counsellors in each Region who have the important and highly sensitive job of boarding home placement. Special acknowledgement is accorded to Mr. J.B. Freeman, Assistant Regional Superintendent of Vocational Education in Regina, who organized the Regional workshops and established the objectives of the policy paper and its particular areas of emphasis; also to Mrs. E.A. Ellis, Head, Special Services Section, Guidance Services Division, who succeeded Mr. Freeman on the project and who has been responsible for co-ordinating comments from field staff and for preparing the final paper.

The expected increase in the number of Indian students requiring accommodation in private boarding homes will, undoubtedly, mean periodic policy and procedural revisions. There may also be required supplementary publications to assist students, parents and boarding home parents. Suggestions and comments on these and other matters concerning Educational Assistance and the Boarding Home Program will continue to be welcomed.



G.D. Cromb,  
Director,  
Education Branch.

*Policy revised October 1970:* Extension of certain categories of assistance to off-reserve students.

July 1971: Extension of transportation assistance.  
Clarification of clothing and education allowances.

## I. EDUCATIONAL ASSISTANCE

### (A) Introduction

Educational Assistance provides funds to enable Indian students to continue their education. Historically, the time came when the increase in both the numbers and the educational advancement of the students meant that the reserve schools were unable to meet the total school requirements for Indian students. Thus, in November 1958, authority was granted for the provision of educational services and facilities to Indian children by the government of a province, the council of the Northwest Territories, the council of the Yukon Territory, a public or separate school board or a religious or charitable organization. At this time authority was also granted to pay on behalf of Indians in training:

- the cost of tuition, books and supplies;
- the cost of transportation for the student from his place of residence to the school and return;
- the cost of partial or total board and room while attending an institution of learning;
- the cost of providing the student with a monthly personal allowance to cover carfare, laundry, and other incidental expenditures in connection with his educational training. Subsequently, the cost of providing necessary clothing was also added to this list.

The authorizations for the granting of Educational Assistance may be found in the following Treasury Board minutes:

536849 of November, 1958

601776 of March, 1963

618950 of January, 1964

645116 of August, 1965

656945 of May, 1966

From time to time, directives and circulars pertaining to Educational Assistance and the administration of Educational Assistance funds have been issued. The directive which follows draws together all elements of the Educational Assistance Policy as it relates to elementary, secondary and post-secondary school students and supersedes all previous circulars pertaining to Educational Assistance for students of Indian status and any statements in Section 11.08 of the Field Manual which are not in agreement with the policy outlined herein.

The paper also establishes standards for the selection of boarding homes to be used by students who must leave their own homes in order to continue their education. It provides guidelines for the selection of students and their placement in boarding homes. It defines the role of the counsellors in the selection and placement of students in boarding homes and it recommends procedures to be followed for the effective application of the Educational Assistance policy and the Boarding Home Program.

Incorporated in the paper are many of the proposals and recommendations which were presented and discussed at Regional workshops held during the spring and summer of 1969. The workshops were held to consider the findings of the 1968 Snider report on Boarding Homes for Indian students. Also included in this paper are the revisions necessitated by the extension of certain categories of Educational Assistance to off-reserve students in October, 1970, and the extension of transportation assistance in July, 1971.

(B) Definitions

1. Educational Assistance

Educational Assistance provides funds to enable students of Indian status to attend educational institutions.

2. Indian Status

A person who is registered as an Indian or entitled to be registered as an Indian. Where doubt exists re eligibility for registration, write to "The Registrar, Membership Division, Community Affairs Branch, Department of Indian Affairs and Northern Development, Ottawa, Ontario".

3. Educational Institutions

Elementary, secondary or post-secondary schools, including junior colleges, universities, technical and vocational schools or facilities providing for upgrading, training-on-the-job, occupational training or special courses.

4. Educational Assistance: Off-Reserve Families

(a) In-School Programs

When a family has established permanent residence off the reserve, the municipal and provincial school services of the community will be available to the children and additional educational assistance from this Department may not be required. Where there is need, however, and on application from the parents or guardian, educational assistance may be provided for books and school supplies and for an education allowance.

The bases upon which such assistance may be granted are:

1. The need for assistance is established and is not available from any other source.
2. There is no duplication of the services provided by other agencies.

(b) Post-School Program

If financial assistance is requested to pursue educational programs at the post-secondary, vocational or university level, Educational Assistance granted to Indians living on a reserve may be extended to off-reserve Indian students, provided they are able to establish financial need and provided they are normally considered a resident of Canada at the time of application. As a general rule, Educational Assistance may be granted to the point where the student has obtained his first undergraduate degree, or the necessary certification prerequisite to employment. Applications for Educational Assistance to attend institutions outside of Canada may be approved only if comparable courses are not available in Canada.



5. Educational Assistance for Non-Indians Living on Reserves

Educational Assistance may be granted to non-Indians living on a reserve if assistance is not available from municipal or provincial sources and provided such non-Indians fit into any one of the following categories:

(i) Category A

Women of former Indian status who return to reserves because of the desertion or death of their husbands, or for other good reasons.

(ii) Category B

Non-Indian children of women described in (i), either living with their mothers or in the care of friends and relatives on a reserve.

(iii) Category C

Illegitimate non-Indian children of Indian mothers, either living with their mothers or in the care of friends or relatives on a reserve.

(iv) Category D

Non-Indian children whose mothers become Indian by marriage.

(v) Category E

Non-Indian children legally adopted by Indian families living on reserves or in Indian communities.

(vi) Category F

Other non-Indians living on reserves or in Indian communities for whom assistance, in the opinion of the Minister of Indian Affairs and Northern Development, is justified.

Headquarters approval must be secured before any assistance is granted to non-Indians other than those specifically designated in sub-sections (i) to (v) inclusive.



## II. EDUCATIONAL ASSISTANCE - IN-SCHOOL PROGRAMS

The bases upon which educational assistance may be granted are:

1. An Application for Educational Assistance (Form 1A352) must be completed and signed by the parent or guardian, if the student is a minor, or by the student, if he/she is of age of consent as defined by the province in which the student resides.
2. The need for assistance is established and is not available from any other source.
3. There is no duplication of services provided by other agencies.

The students and/or their parents, in consultation with the Counsellor, should estimate the total costs of the educational program for the year and the amount that the family can contribute according to their financial capability. The amount of Educational Assistance required can then be determined, and provided to elementary and secondary school students in the following **classifications**:

Group A - Assistance to Students who attend school from home on the reserve.

### 1. Tuition Fees

Payment of tuition fees where applicable is arranged by the District Superintendent of Education.

### 2. Books and Supplies

This includes authorized texts, reference books, notebooks and supplies such as pens, pencils, paints, etc. Home Economics and shop fees, gym uniforms and supplies for approved school activities may also be included.

Control of these funds will be exercised through normal regional accounting procedures. Only supplies prescribed by the school authorities will be provided and only when the supplies are not available from the school and when there is no duplication of provincial or local services.

3. Education Allowance

An Educational Allowance in the amounts stated below may be provided to cover miscellaneous and personal supplies, and to enable the student to take part in community affairs and social activities. This allowance is intended for students whose parents are unable to provide them with an allowance, or only a partial allowance, and on whose behalf the parents have completed an Application for Educational Assistance form.

- (a) \$10.00 per month may be provided to students in Grades 9 to 13 or aged between 14 and 17 years, who are attending school full-time from their home on the reserve.
- (b) \$20.00 per month may be provided to students aged 18 years and over attending school full-time from their home on the reserve, and who are enrolled in grades up to and including Grade 13. As the Youth Allowance terminates at age 18, the increased amount for this age group is intended to replace the Youth Allowance.

4. Transportation

Daily bus transportation between home and school may be provided as necessary. Transportation to school-sponsored extra-curricular activities may also be provided. Whenever possible, parents, band councils, school committees and other parent's groups should be involved in the transportation arrangements for extra-curricular activities.

5. Special Clothing Assistance

Families on Welfare Assistance

Clothing is provided through welfare programs and requests for clothing for a special school-sponsored activity such as graduation should be directed to the local welfare officer.

Families not on Welfare Assistance

Many families living at or close to a marginal subsistence level do not request welfare assistance and yet cannot afford the clothing to enable their children to participate in special school-sponsored activities, such as graduation exercises. In situations

such as this, special clothing assistance may be provided from education funds to enable the children to participate in the school-sponsored activity. When clothing is provided by education for special educational purposes the welfare officer should be advised in order to maintain consistency in the amount of assistance provided.

Group B     - Assistance to Students who reside in boarding homes while attending school.

1.    Tuition Fees

Payment of tuition fees where applicable is arranged by the Superintendent of Education.

2.    Books and School Supplies

Books and school supplies may be provided as noted in Group A.2..

3.    Education Allowance

\$10.00 per month may be provided to students residing in boarding homes to cover miscellaneous and personal supplies, and to enable the student to take part in community affairs and social activities. This allowance is intended for students whose parents are unable to provide them with an allowance, or only a partial allowance, and on whose behalf the parents have completed an Application for Educational Assistance form.

4.    Transportation

Return transportation by the most direct and economical route between the student's home and the school centre may be provided at the beginning and end of the school year and at the Christmas holiday break to enable the students to spend Christmas with their families. Daily bus fares between the boarding home and the school, and transportation to school-sponsored extra-curricular activities may also be provided as necessary. Whenever possible, parents, school committees, band councils or parent's groups should be involved in the transportation arrangements for extra-curricular activities.

5.    Clothing

A clothing allowance may be provided as necessary to ensure that the student is suitably dressed for all seasons of the year, and for special school occasions such as

graduation exercises. However, parents should be encouraged to provide the necessary clothing if at all possible. The District Superintendent of Education will determine the maximum amount available for clothing allowances in accordance with the budgetary restrictions of the responsibility centre. It will be the responsibility of the District Superintendents to ensure that this item is included in their annual budget and estimated in accordance with the projected enrolments.

The clothing allowance will be entered on the Application for Educational Assistance Form. As it is sometimes impossible for the student or his parents to purchase the clothing in their home area prior to school opening, the Counsellor may provide whatever assistance is required to ensure that the student is suitably dressed before commencing school.

6. Board and Room

Board and room in an approved boarding home may be provided for students who must live away from home in order to attend school. Payment for board and room is usually arranged by the Counsellor. The rates paid for board and room may vary between Regions, but they should be comparable to the rates paid by other students living in boarding homes in the same area. Guidelines for the selection of students and of boarding homes are outlined in Parts III and IV of this paper.

Senior students may receive a cash allowance to pay for board and room, clothing and incidentals. This latter method is referred to as the Honour System. Placement of a student on the Honour System should be contingent on regular school attendance and on prompt payment of board and room accounts. If a student on the Honour System of allowances defaults in the payment of board and room, the Department will ensure that his outstanding board and room account is paid in full. The defaulting student should be removed from the Honour System, but, as this is a learning experience, he should be reinstated as soon as there is evidence of his ability to once again handle the responsibility.

Group C - Assistance to Students who reside in a student residence while attending school.

1. Tuition Fees

Payment of tuition fees is arranged by the District Superintendent of Education.

2. Books and School Supplies

Books and school supplies may be provided as noted in Group A.2.

3. Education Allowance

\$10.00 per month may be provided to students in Grades 9 to 13 or aged 14 years and over, to cover miscellaneous and personal supplies, and to enable the student to take part in community affairs and social activities. This allowance is intended for students whose parents are unable to provide them with an allowance, or only a partial allowance, and on whose behalf the parents have completed an Application for Educational Assistance form. The payment of this allowance should be reviewed for each residence to prevent possible conflict with student work programs which could be adversely affected by the distribution of an unearned allowance.

4. Transportation

Return transportation by the most direct and economical route between the student's home and the residence may be provided at the beginning and end of the school year and at the Christmas holiday break, to enable the students to spend Christmas with their families. Daily bus fares and transportation to school-sponsored extra-curricular activities may also be provided as necessary.

5. Clothing

Clothing will be provided by the residence. Whenever possible, older students will be provided clothing allowance similar to that which applies for students in boarding homes.

6. Board and Room

Board and room will be provided by the residence.

Group D - Assistance to Off-Reserve Students who attend school full-time from home.

1. Books and School Supplies

Books and school supplies may be provided as noted in Group A.2.

2. Education Allowance

- (a) \$10.00 per month may be provided to off-reserve students in Grades 9 to 13 or aged between 14 and 17 years, who attend school full-time.
- (b) \$20.00 per month may be provided to off-reserve students aged 18 years and over who attend school full-time and who are enrolled in grades up to and including Grade 13. As the Youth Allowance terminates at age 18, the increased amount for this age group is intended to replace the Youth Allowance.



III. GUIDELINES FOR THE SELECTION OF  
STUDENTS FOR BOARDING HOME PLACEMENT

Preferably, the Indian parent or guardian who wishes his child to be placed in the Boarding Home Program should initiate the request for Educational Assistance and sign the application form as required. However, when this procedure is not possible due to special circumstances, the student (if adult), teachers or counsellors may initiate the request for Boarding Home Placement. The Counsellor should then arrange for an interview with the parent or guardian and/or student, in order to assess the reasons given for the request. Requests will be granted according to need, on the basis of the following priorities:

1. The student's home is isolated and removed from access to regular school services, making daily school attendance from the parental home impossible.
2. The student is not able to commute to school from his home due to physical impairment, but the degree of disability suffered is slight enough to allow him to participate in a regular school program. The decision in this case should be based on medical advice.
3. The school program recommended for the student by educational authorities is not available in the area where the student resides.
4. The student requires a changed environment in order to satisfy his educational needs and goals, because there are serious problems for the student in the home, the school, or the community, which have demonstrated adverse effects on the student's educational progress. This does not include those students who require care by the Children's Aid Society or other child welfare agencies.
5. The student's parents or guardian are migratory for at least 12 consecutive weeks during the school year, in order to take up employment.



#### IV. GUIDELINES FOR SELECTION OF BOARDING HOMES

Ideally, the parents or guardians of the student and the students themselves should be responsible for the selection of the boarding home. They should meet the boarding home parents, approve the accommodation and provide the boarding home parents with any information, such as food allergies, etc., that may assist both the boarding home parents and the child in adjusting to the new situation. When this procedure can be followed, the Counsellor's role is simply one of ensuring that things are going smoothly, which may be done by follow-up visits or telephone calls after the placement of the student in the boarding home.

Unfortunately, it is not always possible for the parents or guardians of the student to visit the school centre, particularly when their homes are in the more remote areas. The Counsellor then has to assume the responsibility for the selection of the boarding homes and the successful placement of the students in the boarding homes. In these cases, the Counsellor must ensure that the parents or guardians know where and with whom their child is staying throughout the school year.

Applications from prospective boarding home parents may be received as a result of newspaper or radio advertising, announcements made at educational, social or religious meetings, or by personal contact. It is essential for the Counsellor to visit the prospective boarding home and interview the boarding home parents in order to assess the suitability of the family and its facilities for the Boarding Home Program. In this connection, the Counsellor will ensure that any provincial or municipal standards regarding the physical requirements of boarding homes are met. Just as important, however, is an assessment of the home environment, to ensure that the relationships within the family are suitable for student placement.

Although some local modifications may be necessary, the general requirements for the acceptance of a boarding home are as follows:

1. ✓ There should be indications that the boarding home family is normal, healthy and well-adjusted, has a sincere interest in teenage children and their education and has an understanding of ethnic, cultural and religious differences.

2. There should be indications that the family, and particularly the mother, is able to cope with the responsibilities of an additional young person in the home.
3. There should be indications that the boarding home parents are able to maintain their objectivity when disciplinary problems arise. Corporal punishment must not be used.
4. The Counsellor must ensure that the student will be free to attend the church of his own faith.
5. The Counsellor must ensure that the boarding home parents will encourage the student to maintain contact with his own parents and facilitate visits with them when possible.
6. There should be a quiet place where the student may study.
7. The meals must be well-balanced and nutritious, providing sufficient amounts of the food nutrients and calories required for the maintenance of good health.
8. Sleeping arrangements must be adequate and should adhere to provincial or municipal standards. These are obtainable from provincial Departments of Health and should be available for reference as needed.
9. There must be adequate heating, lighting and ventilation in the home.
10. Arrangements for sewage and waste disposal must meet local health requirements.
11. The drinking water must be tested and certified pure by the local Health authorities in areas where no tested water system is connected.
12. The boarding home parents and everyone over the age of 16 residing in the home, including the student, must have had chest X-rays prior to the initial placement of the student and every three years thereafter. Complete medical examinations may also be required by provincial or municipal regulations.

The Department's Legal Adviser has recommended that, after the counsellor has approved the boarding home and assigned a student or students to the home, he should obtain a written acknowledgement from the boarding home parent of his (her) agreement with the Department as follows:

"I agree to provide boarding home care to

\_\_\_\_\_

( name of student )

from

\_\_\_\_\_

( date of placement )

to

\_\_\_\_\_

( date of termination )

at the rate of \$\_\_\_\_\_ per (week) (month).

I understand that if this student leaves my home permanently to live elsewhere during the period specified, these payments will cease.

Signature of  
Boarding Home Parent

Date

\_\_\_\_\_

\_\_\_\_\_

Signature of Witness

Date

\_\_\_\_\_

\_\_\_\_\_

Name and Address of Witness  
( Please type or print )

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_."

In order to prevent frequency of boarding home change, the Counsellor must ensure that students are placed in boarding homes that will satisfy their individual needs. He must maintain close contact with the students and the boarding home parents during the initial adjustment period.

It shall be the duty of the Counsellor to arrange alternate accommodation for the student if it is found that the boarding home is not compatible with the student and his needs.

V. THE ROLE OF THE COUNSELLOR  
IN THE BOARDING HOME PROGRAM

The implementation of the Boarding Home Program is a major responsibility of many of the Counsellors. The other components of the Counsellor's duties include the provision of educational social-personal guidance, employment placement services and administrative duties related to counselling.

The Boarding Home Program requires the provision of guidance and social and personal counselling to the students on an individual or group basis. This may include counselling on adjustment problems, both prior to and during the placement of the student in the boarding home. Supportive counselling to boarding home parents and to house parents in group homes may also be required. Effective counselling service ensures appropriate placement, helps to prevent frequent boarding home changes and may also be a factor in the prevention of premature withdrawal from school.

Departmental Counsellors are not school-based, and are therefore not expected to provide educational guidance per se in provincial schools. The school guidance counsellor normally provides this service. When Indian students are enrolled in provincial schools, they should receive the same services from the school as the other students. Accordingly, when educational guidance is provided in the school, the Departmental Counsellor confines his role to helping the student adjust to his new social environment outside the school. At the same time, if a student has serious school difficulties, the Departmental Counsellor should maintain close liaison with the school and assist the school authorities as required.

The work involved in the successful operation of the Boarding Home Program will normally be handled by two Counsellors:

1. A Sending Counsellor who works with the student, his parents and the Indian community on the reserve to provide pre-placement counselling services and orientation to the Boarding Home Program.
2. A Receiving Counsellor who works with the student and his boarding home parents and provides orientation to the boarding home parents prior to the placement of the student and continuing guidance and counselling services to the student during the school year.

The duties of the Sending and Receiving Counsellors as they relate to the Boarding Home Program are outlined in the accompanying flow-chart. It is recognized that there may be areas where this work is performed by people other than Counsellors, i.e., principals, teachers, school committees, community members and local church authorities. In addition, the services of Indian people should be used wherever possible and particularly in the provision of counselling and liaison services to the student and their parents.

DATE	SENDING COUNSELLOR	RECEIVING COUNSELLOR
Prior to April 15	<ol style="list-style-type: none"><li>1. Provides information to the students, their parents and the Indian community on the reserve regarding provincial school offerings, school activities, the Boarding Home Program and the education centre.</li><li>2. Through consultation with the principal, prepares a tentative list of students who will be entering the Boarding Home Program.</li><li>3. Provides specific information to these students and their parents re the Program and its requirements.</li></ol>	<ol style="list-style-type: none"><li>1. Identifies prospective Boarding Homes through newspaper or radio advertising, announcements made at educational, social or religious meetings or by personal contact.</li><li>2. Assesses suitability of boarding homes and other members of the family. This includes the assessment of physical facilities in the home.</li></ol>

DATE	SENDING COUNSELLOR	RECEIVING COUNSELLOR
Prior to August 15	<ol style="list-style-type: none"><li>1. Assists parents and students as necessary to complete Application for Educational Assistance forms. When someone other than the parent has initiated the request for Educational Assistance, the Counsellor must ensure that the parents, as well as the students, understand the program.</li><li>2. Assists as necessary in arranging for physical, medical and dental check-ups and transfers this information to the student's file, along with medical insurance, hospital insurance and family allowance numbers of the student.</li></ol>	<ol style="list-style-type: none"><li>1. Conducts orientation with approved boarding home parents to acquaint them with the program, and their responsibility and obligations to it.</li></ol>



DATE	SENDING COUNSELLOR	RECEIVING COUNSELLOR
May 15 to June 15	<ol style="list-style-type: none"><li>1. Finalizes lists of students entering the Boarding Home Program and completes the necessary documentation for distribution when required:<ol style="list-style-type: none"><li>a) Application for Educational Assistance forms</li><li>b) Medical records: includes student's immunization record, OHSIP number or other type of medical coverage</li><li>c) Travel warrants</li><li>d) Clothing purchase orders if necessary</li></ol></li><li>2. Ensure student's school cumulative records are forwarded by the sending school principal to the receiving school principal.</li><li>3. Arranges for students to visit the provincial school if possible.</li></ol>	<ol style="list-style-type: none"><li>1. Visits reservations whenever possible to tell the students and their parents about the school programs and the boarding home facilities available, and other facts about the education centre, for example, Community Resources such as:<ul style="list-style-type: none"><li>- Friendship Centres</li><li>- Indian and Metis Branches</li><li>- Medical and Dental Services</li><li>- Churches</li><li>- Student Organizations, etc.</li></ul></li></ol>

DATE	SENDING COUNSELLOR	RECEIVING COUNSELLOR
May 15 to June 15  (continued)	4. Obtains authorization for expenditure of funds for all students going on the Boarding Home Program from the appropriate District officer (District Superintendent of Education or his Assistant).	
June 15 to June 30	1. Forwards completed Application for Educational assistance forms, with authorization for expenditure of funds to Receiving Counsellor.  2. Forwards copies of student and parent interviews to Receiving Counsellor if necessary or desirable.	1. Receives Application for Educational Assistance forms from Sending Counsellor and does a preliminary placement of students in Boarding Homes.

DATE	SENDING COUNSELLOR	RECEIVING COUNSELLOR
August 15 to September 1	<ol style="list-style-type: none"><li>1. Assists with the purchase of clothing, if necessary.</li><li>2. Arranges dates and means of travel of the student to the school centre and notifies Receiving Counsellor of arrival times of students.</li><li>3. Conducts pre-placement orientation sessions with students. If possible, this could be done in May or June, or as the local situation dictates.</li></ol>	<ol style="list-style-type: none"><li>1. Finalizes Boarding Home placement and obtains acknowledgment of placement from the boarding home parents.</li><li>2. Arranges to have students met on their arrival in education centre and taken to their boarding homes.</li><li>3. Conducts an orientation get-together of students and boarding home parents.</li><li>4. Notifies Sending Counsellor of name, address and phone number of boarding home parents, the school and the Counsellor, for each student.</li></ol>

DATE	SENDING COUNSELLOR	RECEIVING COUNSELLOR
September 1 to September 15	1. Ensures that student's parents or guardians are aware of the student's location in the education centre, the names and phone number of the boarding home parents, the name of the school and the name and phone number of the Receiving Counsellor.*	1. Liaises with boarding home parents and students to ensure that student is properly registered in his new school and that the principal has the cumulative records of each student.  2. Ensures that financial arrangements are completed re:  - Daily bus fares (if required)  - Tuition  - Books and supplies  - Clothing  - Board and room  - Education Allowance

DATE	SENDING COUNSELLOR	RECEIVING COUNSELLOR
Continuing Services	<ol style="list-style-type: none"> <li>1. Ensures that the student's parents receive copies of any progress reports or school report cards.*</li> <li>2. Notifies parent of any change in the counselling staff, the school program or the boarding home and the reasons for change.*</li> <li>3. If student drops out of the program, the Counsellor notifies the parents, explains the reason and makes sure the parents know when the student will be returning home.*</li> <li>4. Arranges with the Receiving Counsellor for students to return home at Christmas and for Easter. At the present time Departmental funds are not available for this type of travel.</li> <li>5. Meets students on their arrival home at the end of the school year if parents or guardians are unable to do so.</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensures that a list of boarding home students is available for reference of local health authorities, and copies of the medical records for each student are on file and available if required in an emergency.</li> <li>2. Assists in arranging for physical, dental and eye examinations if these were not completed in sending centre.</li> <li>3. Makes sure students, boarding home parents and medical authorities are all aware of procedures to be followed in case of illness or accident.</li> <li>4. Visits the school and the boarding home on a regular basis to ensure student is adjusting well to new environment, and arranges for student referrals in case of serious problems.</li> <li>5. Arranges for special tutoring or extra assistance with homework if student is consistently under-achieving.</li> </ol>

DATE	SENDING COUNSELLOR	RECEIVING COUNSELLOR
Continuing Services  (continued)	<p>* <u>NOTE:</u></p> <p>In many cases these duties may be carried out by the Receiving Counsellor. The important point is that the parents or guardians <u>must</u> be kept informed of their child's location and progress.</p>	<p>6. If student is continuing on Educational Assistance the following year, the Counsellor obtains a new authorization for expenditure of funds from the appropriate sending District officer.</p> <p>7. Completes '<i>Student on Educational Assistance Progress Report</i>' and distributes it as necessary.</p> <p>8. Arranges for students to travel home at the end of the school year.</p>

VI. PROGRAM PROCEDURES

If it is to be successful, the Boarding Home Program must be carefully planned and administered. While it is recognized that the primary duty of a Counsellor is to counsel, there are records and documents that must be maintained and completed to ensure that the students are able to receive the maximum benefit available from the Program, with a minimum of disruption to themselves, their families and the Boarding Home parents.

The following summary of the recommended documentation and action will serve as a guideline for the effective management of the Program.



DOCUMENTATION AND ACTION RECOMMENDED FOR THE OPERATION OF THE BOARDING HOME PROGRAM

Form	No. of Copies	Prepared By	Signatures Required	Disposition	Date
1. 1A352: (Revised Form) Application for Educational Assistance	6	Sending Counsellor if it is the initial application; Receiving Counsellor if it is an application to continue schooling	1. Parents, if student is a minor. 2. Student, if of age of consent.* 3. D.S.E. or delegated Officer of student's home Dist. for authorization of funds.  * Refer to provincial regulations for age of consent	1 c. to student's file 1 c. to parent or guardian 1 c. to Sending Dist. 1 c. to Receiving Dist. 1 c. to H.Q. 1 c. to Regional Finance (if req'd)  Note: Receiving Dist. provides a copy to appropriate Medical Services Officer as required.	June 15 (Must be completed before student is sent to education centre.)
2. 1A648: Student on Educational Assistance Progress Report	4	Receiving Counsellor	Counsellor	1 c. to student's file 1 c. to Sending Dist. 1 c. to Region 1 c. to H.Q.	On termination of each period of Educational Assistance
3. School Cumulative Record	1	Sending School Principal	Principal	Sent to Receiving School Principal (Sending Counsellor ensures this is done)	June 15 or as soon as the Sending School is notified of the student's school placement for the following school year
4. 10-127: Travel Warrant	3	Sending Counsellor and/or Receiving Counsellor	Delegated Officer of Sending District for authorization of funds	1 c. for student's file 1 c. for transportation company 1 c. for Sending Dist.	At beginning and end of school year or as required
5. 1A118: Purchase Order (clothing)  Note: Where possible it is preferable to issue a cheque to the student concerned.	3	Sending Counsellor or Receiving Counsellor	Delegated Officer of Sending District for authorization of funds	Purchase Order: 1 c. to student's file 1 c. to vendor 1 c. to Sending Dist.	As required (but student must be suitably dressed before commencing school)
6. Student's Medical History, including Hospital and Medical Insurance No.s and Family Allowance No.	2	Medical authority(s) for medical history. Sending Counsellor for others	Sending Counsellor ensures records are up-to-date and are forwarded to the Receiving Counsellor	1 c. to student's file 1 c. to Receiving Counsellor  Note: Medical and Hospital Insurance No.s should be given to student's boarding home parents.	September 15
7. Student's Accounts A. Travel B. Clothing C. Books and school supplies D. Room and Board E. Education allowance F. Tuition Fees	3	Sending Counsellor and Receiving Counsellor	Financial clerk of responsibility centre	1 c. to student's file 1 c. to Sending office 1 c. to Receiving Counsellor	As expended
8. Interview Records with: A. Student B. Natural Parents C. Boarding Home Parents	3	Counsellor(s)		1 c. to student's file 1 c. to Boarding Home Family file 1 c. for Sending and/or Receiving Counsellor	After each interview, if necessary or required
9. List of Approved Boarding Homes (see checklist for selection of Boarding Homes in Section 6)	2	Receiving Counsellor		1 c. for Receiving Counsellor 1 c. for Sending Counsellor, if required	Continuing

VII. EDUCATIONAL ASSISTANCE - POST-SCHOOL PROGRAMS

A. Major Differences Between  
In-School and Post-School Assistance

There are several significant differences between the In-School and Post-School Programs in relation to Educational Assistance and the finding of suitable accommodation for Indian people who have to leave their home community in order to continue training. Some of the more obvious differences are summarized below:

Educational Assistance

1. Assistance is not approved until all applicable existing programs which provide for financial assistance to trainees and dependents have been explored and it is confirmed that the necessary assistance is not available from these sources. The Department of Manpower and Immigration provides assistance for occupational training under the Occupational Training for Adults (OTA) Program. The main criteria to be met in order to qualify are as follows:
  - (a) Occupational training under this program means any form of instruction other than instruction designed for university credit, the purpose of which is to provide a person with the skills required for an occupation or to increase his skill or proficiency therein.
  - (b) Occupational training course means a course of occupational training that provides not more than 52 weeks of full time instruction.
  - (c) An adult is defined as a person whose age is at least one year greater than the regular school leaving age in the province in which he resides.

(d) The OTA Program provides assistance for tuition costs and payment of a training allowance to those adults who:

(i) have been members of the labour force substantially without interruption for not less than three years

OR

(ii) have one or more persons wholly or substantially dependent upon him for support.

(e) Persons who are defined as adults but do not meet the criteria in (d) may be assisted by having the tuition fee paid, but would not receive the training allowance.

(f) The current training allowance schedule is itemized in Section VII, C.

2. All students who are assisted through the post-school program using our own resources are on the honour system. Allowances in cash are paid directly to the student.
3. Rates of assistance provided through the post-school program are equivalent to those provided by the Department of Manpower under the OTA program (see Section C). The weekly training allowance includes board and room, local transportation and educational allowance.
4. Applications for assistance are assessed on the basis of the applicant being an adult in his own right. Parental resources are not considered relevant.
5. Resources of the spouse - particularly in the case of married women applying for assistance - are considered relevant and are taken into account in developing an assistance program for an individual.
6. Residence on or off the reserve is not a relevant factor in assessing applications for post-school assistance.

7. To qualify for assistance, the applicant must be considered normally resident in Canada at the time of application.
8. The weekly training allowance may be reduced by a proportionate amount for days of non-legitimate absence.
9. In two Regions now, the tuition fee is paid directly to the student who then makes the payment to the school himself.
10. Clothing assistance is provided on the basis of need at the beginning of training. Trainees are expected to meet subsequent needs from the training allowance or other personal resources similar to non-Indian trainees in OTA programs.
11. Books and school supplies are provided on the basis of need.
12. Return transportation, if required, is provided from the trainee's home to the training centre.
13. Unless required training is not available in Canada, assistance is granted for attendance at Canadian institutions only.
14. Unless good reason exists to the contrary, training must be undertaken at a centre closest to the trainee's home community.
15. With a few exceptions, principally in the carpentry trade, the Department does not operate its own vocational training facilities. Trainees are enrolled in provincial or private vocational training institutions available to all Canadians.
16. Because of increasing mobility, a significant number of trainees enrol in programs in Regions where they happen to be, rather than in their home Region. There has been no interregional transfer of funds to date. Regions in which the student is enrolled in training assumes financial responsibility for him in the same fashion as if he were a permanent resident

of that Region. This is an administratively simple arrangement, though it may have to be changed if it is found some Regions have an unusually high concentration of out-of-Region students.

17. Also related to the high degree of mobility and the uncertainty of continuing employment, it is extremely difficult in post-school education to plan as far in advance as is indicated in the "*Sending Counsellor - Receiving Counsellor*" portion of the in-school section of the policy guidelines.
18. All Treasury Board Authorities dealing with post-school programs were consolidated into one T.B. Authority No. 683751 dated October 17, 1968. Expiry date of the new authority is March 31, 1972.

#### Accommodation

1. Since the students are all considered adults, there is not as much concern about the Department screening, selecting and supervising boarding homes. Students in many cases find their own accommodation, using the same resources as anyone else coming to live in a particular community. When required or requested, assistance is provided in finding suitable accommodation.
2. Increasing numbers of trainees in post-school education programs are married and have young families. Finding suitable accommodation and making all the necessary arrangements for these families is time consuming and difficult, especially in communities where a housing shortage exists.
3. Post-school education staff assist, and in many cases take the initiative, in involving families in the off-reserve housing program whereby Indian families can be assisted by a conditional grant to purchase a suitable home.
4. To the extent Regional capital funds permit, it is now possible for the Department to purchase mobile homes, and lease them to Indian families as a temporary solution to housing shortages in northern or isolated communities where employment opportunities exist and the only drawback to Indian people participating is lack of suitable accommodation.

5. Apartment sharing and light housekeeping for several trainees of the same sex is permissible where they indicate a preference for this type of accommodation and are sufficiently mature and responsible.

B. Rules for Administering a Program of Financial Assistance with Respect to the Training, Mobility and Re-establishment of Indian and Eskimo Residents of Canada

1. These Rules may be cited as the Indian and Eskimo Training, Mobility and Re-establishment Financial Assistance Program Rules.

INTERPRETATION

2. In these Rules,
  - (a) *"about to become unemployed"* in relation to a worker, is descriptive of a worker who, though employed, has received notice from his employer that he will become unemployed on a date specified in the notice;
  - (b) *"Department"* means the Department of Indian Affairs and Northern Development;
  - (c) *"departmental officer"* means any officer designated by the Minister to administer these rules on his behalf;
  - (d) *"Indian"* means an Indian as defined in the Indian Act;
  - (e) *"locality"* means the area within which all points are, in the opinion of a departmental officer, within reasonable commuting distance from the place in relation to which the term is used;
  - (f) *"Minister"* means the Minister of Indian Affairs and Northern Development and any person authorized to act on his behalf;

- (g) "*suitable employment*", in relation to a worker, means full-time employment in Canada, that, in the opinion of a departmental officer, is in
  - (i) the usual occupation of the worker;  
or
  - (ii) an equivalent occupation, taking into account the qualifications of the worker, for which the wages and working conditions are equivalent to those prevailing for similar employment in the place where the employment is found;
- (h) "*trainee*" means an Indian or Eskimo resident in Canada who is enrolled in a course designed:
  - (i) to provide him with skills required for an occupation;
  - (ii) to increase his skills or proficiency therein; or
  - (iii) to provide him with the educational background which would permit him to develop his marketable aptitudes to the highest level or is consistent with his abilities;
- (i) "*under-employed*", in relation to a worker, means a worker who
  - (i) has been available for full-time work, but has worked an average of less than 30 hours per week in the 13 weeks immediately preceding the week in which he applies for a grant; or,
  - (ii) although he may be employed full-time in the locality in which he resides, is not employed full-time in the most remunerative form of employment for which he is qualified either by working experience or formal training;



- (j) *"unemployed"*, in relation to a worker, means a worker who, in the opinion of a departmental officer, is without employment and seeking work; and
- (k) *"worker"* means an Indian or Eskimo resident in Canada who is at least one year past the school leaving age and has been out of school for at least one year.

#### EXPLORATORY GRANTS TO WORKERS

- 3. (1) Where a worker is unemployed, under-employed or about to become unemployed, and, in the opinion of the Minister, has little or no prospect of obtaining suitable employment in the locality in which he resides, the Minister may authorize a grant to or on behalf of that worker to assist him in seeking suitable employment in the area in Canada, closest to the locality in which he resides, where there is, in the opinion of a departmental officer, a good prospect that the worker will obtain and hold suitable employment.
- (2) A grant authorized under subsection (1) shall not exceed the aggregate of:
  - (a) the actual cost of return transportation of the worker by the most appropriate economical means from the locality in which he resides to the area in Canada referred to in subsection (1); and
  - (b) a reasonable allowance, determined by the Minister, for meals and overnight accommodation for the worker while in transit between the area in Canada referred to in subsection (1) and the locality in which he resides.

4. (1) Where a worker, to whom or on whose behalf a grant has been authorized under section 3 or under this section, has been unable to obtain suitable employment in the area in Canada to which he was required to go as a condition of the grant, and, in the opinion of the Minister,

(a) the worker has exercised reasonable diligence in seeking such employment, and

(b) there is another area in Canada where there is good prospect of the worker obtaining suitable employment,

the Minister may authorize a grant to or on behalf of the worker to assist him in seeking suitable employment in the area described in paragraph (b) that is closest to the area he is in at the time the grant is authorized.

- (2) A grant authorized under subsection (1) shall not exceed the aggregate of

(a) the actual cost of transportation of the worker by the most appropriate economical means from the locality he is in at the time the grant is authorized to the locality to which he is required to go as a condition of the grant and from that locality to the locality in which he resides; and

(b) a reasonable allowance, determined by the Minister, for meals and overnight accommodation for the worker while in transit between the localities described in paragraph (a), less the unspent portion of any grant previously authorized in respect of the worker under this section or section 3.

ALLOWANCES TO WORKERS AND THEIR DEPENDENTS

5. (1) A worker, to whom or on whose behalf a grant has been authorized under section 3 or section 4 is entitled to an allowance, and, if he has dependents, to an allowance for his dependents to assist him in their support while he is seeking employment away from the locality in which he resides.
- (2) The allowance referred to in subsection (1) shall be paid to or on behalf of the worker, commencing on the day on which a grant to the worker is authorized under section 3 or 4, and ending with the earliest of
  - (a) the date on which the worker receives his first pay cheque after obtaining suitable employment;
  - (b) payment of the allowance to the worker for the week in which the worker returns to the locality in which he resides; or
  - (c) when a departmental officer is satisfied that there is no likelihood that the worker will obtain suitable employment in the locality where he is seeking it.
- (3) The allowance paid to or on behalf of a worker, pursuant to this section, shall not exceed the amount set out in the Adult Occupational Training Regulations that, in the opinion of the Minister, is appropriate to the worker or to the worker and the number of his dependents.
- (4) For the purposes of this section, a person is a dependent of a worker if the person is
  - (a) a child, connected to the worker by blood relationship, marriage or adoption, who is under 16 years of age or over 16 years of age and is in full-time attendance at school or university and actually supported by that worker;

- (b) the spouse of that worker, actually supported by him, whose income does not exceed twenty-five dollars a week; or
- (c) a person who is physically or mentally infirm or without employment, is seeking employment and is actually supported by that worker.

#### RELOCATION GRANTS TO WORKERS

- 6. (1) Where a worker is unemployed, about to become unemployed or is under-employed in the locality in which he resides, the Minister may authorize a grant to or on behalf of the worker in accordance with subsection (2) if
  - (a) the Minister is satisfied that the worker has little or no prospect of obtaining suitable employment in the locality in which he resides, and has obtained suitable employment outside such locality, and
  - (b) in the opinion of the Minister, based on labour market information available to him, the employment obtained by the worker offers good prospects for his continued employment.
- (2) A grant authorized pursuant to subsection (1) shall not exceed the aggregate of such of the following amounts as the Minister considers appropriate, namely:
  - (a) an amount equal to the aggregate of the actual cost of the transportation of the worker and his dependents by the most appropriate economical means from the locality in which they reside to the locality in Canada where the worker has obtained suitable employment, and a reasonable allowance determined by the Minister for meals and overnight accommodation for the worker and his dependents while in transit;

- (b) an amount equal to the actual cost of moving the household and personal effects of the worker and his dependents, including a mobile house if it is owned by the worker, from the worker's residence to a residence in the locality of the place in Canada where he has obtained suitable employment; and
  - (c) subject to subsection (3), an amount to assist in the re-establishment of the worker and his dependents in the locality of the place in Canada where the worker has obtained suitable employment.
- (3) Where a grant authorized under this section includes an amount to assist in the re-establishment of a worker and his dependents, that amount shall not exceed the lesser of
  - (a) one thousand dollars; or
  - (b) the aggregate of two hundred dollars in respect of the worker, two hundred dollars in respect of one dependent of the worker and one hundred dollars in respect of each additional dependent, and may be paid over a period, determined by the Minister on the basis of the worker's re-establishment needs, not exceeding six months from the day on which the grant to or on behalf of the worker is authorized.
- (4) A grant authorized under this section may be increased by five hundred dollars where the worker to whom the grant was made satisfies the Minister
  - (a) that he was resident in Canada on the day on which he applied for the grant;
  - (b) that on the day he applied for the grant, he owned the house in which he resided; and

- (c) that within the twelve months after moving to the locality of the place in which he obtained suitable employment, he sold the house referred to in paragraph (b) or purchased a house in the locality of the place in which he obtained suitable employment.
- (5) The amounts referred to in subsection (3) shall be adjusted as required to conform to any revisions in the Manpower Mobility Regulations, 1967, and may be paid over a period determined by the Minister on the basis of the worker's re-establishment needs, not exceeding six months from the day on which the grant is authorized.
- (6) Where the Minister is satisfied that a worker, to whom or on whose behalf a grant has been authorized under this section, is unable to adjust to employment and should be returned to his home locality from which he originally came to seek employment, the Minister may authorize a grant to or on behalf of that worker to assist in the transportation of that worker and his dependents and his and their household and personal effects in an amount equal to the aggregate of
  - (a) the actual cost of transporting the worker and his dependents by the most appropriate economical means to the worker's home locality, plus a reasonable allowance determined by the Minister for meals and overnight accommodations for the worker and his dependents while in transit; and
  - (b) the actual cost of moving to the worker's home locality the household and personal effects of the worker and his dependents, including a mobile home if it is owned by the worker. The cost of such moving shall not exceed the value of the household and personal effects of the worker and his dependents including a mobile home if it is owned by the worker.

- (7) The amount authorized by subsection (3) to assist in the re-establishment of a worker and his dependents shall not be granted more than once to any worker.
- (8) In this section, "*dependent*", in relation to a worker, means any person who is wholly or substantially dependent upon the worker for support, who lives in the same house as the worker and will move with the worker if he receives a grant under this section.

#### GRANTS TO TRAINEES

- 7. (1) The Minister may authorize a grant to or on behalf of a trainee to assist him in attending a training course
  - (a) where his enrolment therein was arranged by or on behalf of a Departmental officer; or
  - (b) where a training-on-the-job contract or in-service training program is arranged by a departmental officer on the basis that
    - (i) the in-service trainee may be placed in a government or private non-profit agency for a period not exceeding 52 weeks when training in such situation is considered necessary for his future successful employment.
    - (ii) where on-the-job training takes place in a Department of the Government of Canada, the trainee be paid wages by the Department, at the appropriate apprentice or learner rates, for the occupation in which training is being

taken, during the term of the training contract which shall not exceed 52 weeks and shall be terminable by the Department at any time if the training or the trainee shall, in the opinion of a departmental officer, prove to be unsatisfactory; and

- (iii) wages paid to a trainee by an employer other than the Government of Canada in respect of an on-the-job training contract be based on the prevailing rate for apprentices or learners in the occupation concerned and, during the contract period, be shared equally by the Department and the employer either on a fixed or sliding scale so that, in any event, the Department's contribution does not exceed 50 percent during the period of the contract, which shall not exceed 52 weeks and shall be terminable by notice in writing by either party if the training or trainee proves to be unsatisfactory.



- (2) A grant authorized pursuant to subsection (1) shall not exceed the aggregate of such of the following amounts as the Minister considers appropriate, namely:
  - (a) an amount equal to the aggregate of the cost of transportation of the trainee by the most appropriate economical means from the locality in which he resides to the locality where he is to undergo training, and his return where applicable, and a reasonable allowance determined by the Minister for meals and overnight accommodation for the trainee while in transit;
  - (b) an amount, as determined by the Minister, to cover training costs, including any fees, rental of equipment for training purposes and the cost of any necessary books and supplies;
  - (c) an amount equal to the cost of a recreational or counselling program appropriate to the needs of the trainee where such program is under the supervision of a departmental officer; and
  - (d) an allowance for clothing as determined by the Minister.
- (3) Where the training course is for a period of more than four months or the Minister is satisfied that the trainee will go directly to employment on completion of that course, the Minister may authorize a grant to the trainee to assist in the transportation of his dependents and the household and personal effects of the trainee and his dependents from his home to a residence in the locality of the place in Canada where he is to undergo training.

- (4) A grant authorized under subsection (3) shall not exceed the aggregate of such of the following amounts as the Minister considers appropriate, namely:
  - (a) an amount equal to the actual cost of transportation of the dependents of the trainee by the most appropriate, economical means, plus a reasonable allowance determined by the Minister for their meals and overnight accommodation while in transit; and
  - (b) an amount equal to the actual cost of moving the household and personal effects of the trainee and his dependents, including a mobile home if it is owned by the trainee, from the trainee's residence to a residence in the locality of the place in Canada where the trainee is to undergo training.
- (5) Where a trainee, to whom or on whose behalf a grant has been authorized under this section, has completed or discontinues the training course, which he is required to attend as a condition of receiving the grant, and, in the opinion of a departmental officer, the trainee should be returned to his home locality, the Minister may authorize a grant to or on behalf of the trainee to assist him and his dependents in returning to his home locality.
- (6) A grant authorized under subsection (5) shall not exceed the aggregate of such of the following amounts as the Minister considers appropriate,
  - (a) the actual cost of the transportation of the trainee and his dependents by the most appropriate economical means to the trainee's home locality, plus a reasonable allowance determined by the Minister for meals and overnight accommodation for the trainee and his dependents while in transit;

- (b) the actual cost of moving the household and personal effects of the trainee and his dependents to his home locality, including a mobile home if it is owned by him. The cost of such moving shall not exceed the value of the household and personal effects of the worker and his dependents, including a mobile home if it is owned by the worker.
- (7) In this section "*dependent*" means any person who is wholly or substantially dependent upon the trainee for support, who lives in the same house and will move to the place where he is to undergo training if he receives a grant under this section.

ALLOWANCES TO TRAINEES WHILE ON  
TRAINING COURSES OTHER THAN  
ON-THE-JOB TRAINING COURSES

- 8. (1) Where a trainee, to whom or on whose behalf a grant has been authorized pursuant to section 7, is on a training course other than on-the-job training courses, he is entitled to an allowance, and, if he has dependents, to an allowance for his dependents to assist him in their support while he is undergoing training.
- (2) An allowance, to which a trainee is entitled under subsection (1), shall be paid to or on behalf of the trainee commencing on the day on which a grant to the trainee is authorized under section 7 and ending with the earliest of the payment
  - (a) for the week in which the trainee terminates his training; or
  - (b) for the week in which the trainee receives his first pay cheque after obtaining suitable employment.

- (3) No payment made to or on behalf of a trainee pursuant to this section will be greater than the amount, set out in the Adult Occupational Training Regulations, that, in the opinion of the Minister is appropriate to the trainee and the number of his dependents.
- (4) For the purposes of this section, a person is a dependent of a trainee if that person is
  - (a) a child connected to the trainee by blood relationship, marriage or adoption who is under 16 years of age or, if over 16 years of age, is in full-time attendance at a school or university and actually supported by the trainee;
  - (b) the spouse of that trainee actually supported him whose income does not exceed twenty-five dollars a week; or
  - (c) a person who is physically or mentally infirm, or without employment and seeking work, who is actually supported by that trainee.

#### SETTLEMENT GRANT FOR TRAINEES AND DEPENDENTS

- 9. (1) Where the dependents of a trainee have moved with him, the Minister may authorize a grant to the trainee to assist in the settlement of the trainee and his dependents in the locality of the place in Canada where the trainee has been referred for training.
- (2) The grant referred to in subsection (1) shall not exceed the lesser of
  - (a) one thousand dollars, or
  - (b) the aggregate of two hundred dollars in respect of the trainee, two hundred dollars in respect of one dependent of the trainee and one hundred dollars in respect of each additional dependent.

- (3) A grant authorized under this section may be increased by five hundred dollars where the trainee satisfies the Minister that
  - (a) he was resident in Canada on the day on which he applied for the grant;
  - (b) on the day he applied for the grant, he owned the house in which he resided; and
  - (c) within twelve months after moving to the locality of the place to which he was referred for training, he sold the house referred to in paragraph (b) or purchased a house in the locality of the place to which he was referred for training.
- (4) The amounts referred to in subsection (1) and subsection (2) shall be adjusted as required to conform to any revision in the Manpower Mobility Regulations, 1967, and may be paid over a period, determined by the Minister on the basis of the trainee's settlement needs, not exceeding six months from the day on which the grant is authorized.
- (5) The grant authorized by this section to assist in the settlement of a trainee and his dependents shall not be granted more than once to any trainee and his dependents.
- (6) In this section, "*dependent*" means any person who is wholly or substantially dependent upon the trainee for support, lives in the same house as the trainee and has moved with him.

SPECIAL CONTINGENCY GRANT FOR  
WORKERS OR TRAINEES AND DEPENDENTS

10. (1) Where the Minister is satisfied that, because of the social and economic status of Indians and Eskimos, it is necessary to provide financial assistance to a worker or trainee and dependents, in addition to any grants authorized pursuant to the preceding sections or any assistance provided by any other authority or agency,
- (a) to enable a worker or trainee and dependents to adjust to a new location away from his reserve or settlement where that worker or trainee has been required to go as a condition of receiving a grant; or
  - (b) to enable a worker or trainee to meet special expenses which must be incurred as a condition of employment or training, including, without restricting the generality of the foregoing, the cost of tools, camping and safety equipment and union initiation fees, and there is no other authority or agency from which such additional assistance can be obtained, the Minister may authorize a special contingency grant or grants not exceeding \$3,500 in the aggregate, to that worker or trainee and dependents.
- (2) In this section, "*dependent*" means any person who is wholly or substantially dependent on the worker or trainee for his support, lives in the same living quarters and has moved with him.

GENERAL

11. These rules shall be administered on behalf of the Minister by departmental officers with the assistance, where required, of officers of the Canada Manpower Division of the Department of Manpower and Immigration.
12. No grant or allowance shall be made under these rules unless the Minister is satisfied that the Canada Manpower Division of the Department of Manpower and Immigration or any other authority or agency cannot provide the required financial assistance to that worker or trainee and dependents.
13. (1) Where a worker has received an amount under subsection (3) of section 6 to assist in his re-establishment and the re-establishment of his dependents, he is not entitled to any further amount for this purpose, nor, if he subsequently becomes a trainee, to any amount for settlement under section 9.  
  
(2) Where a trainee has received an amount under section 9 to assist in his settlement and the settlement of his dependents, he is not entitled to any further amount for this purpose, nor, if he subsequently becomes a worker, to any amount under section 6 for re-establishment.
14. These rules expire March 31, 1972.

NOTE: Interpretation of these provisions as well as any amendments made to them are circulated from time to time to all Regions by means of Post School Circular Letters. Vocational Superintendents and Counsellors should therefore refer to the circular letters to up-date the information on post-school assistance.

Reference should also be made to the current Manpower Mobility Regulations before calculating the amount of assistance to be granted for relocation or re-establishment.

C. Schedule of Weekly Training Allowances, Occupational Training  
for Adults Program

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NOTE: The following schedule of allowances is reproduced from the Department of Manpower and Immigration's Manpower Manual, Schedule B, and lists the rates approved as of July 1, 1971. As these rates are revised periodically, Vocational Superintendents and Counsellors should ensure that they use current rates when calculating allowances.



MANPOWER  
MANUALGUIDE  
DE LA MAIN-D'OEUVREMA 4  
APPENDIX BSCHEDULE B

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Province of Residence	Allowance payable to an adult					Additional Allowance payable to an adult who must live away from home while taking training
	without dependants	who has only one dependant	who has only two dependants	who has only three dependants	who has four or more dependants	
	(dollars)	(dollars)	(dollars)	(dollars)	(dollars)	(dollars)
1. B.C.	47	62	72	82	88	25
2. Alberta	47	61	71	81	87	25
3. Saskatchewan	47	60	69	78	84	25
4. Manitoba	47	60	69	78	84	25
5. Ontario	47	62	72	82	88	25
6. Quebec						
Lower St. Lawrence & Gaspésie						
Region 1 Saguenay	47	57	65	72	77	25
Lake St. John Region 2	47	60	70	79	87	25
Quebec Region 3	47	59	68	76	83	25
Trois-Rivières Region 4	47	59	68	76	83	25
Eastern Townships Region 5	47	59	68	76	83	25
Montréal Region 6	47	60	70	79	87	25
Ottawa Region 7	47	60	70	79	87	25
Northwestern Region 8	47	59	68	76	83	25
N. Shore Region 9	47	60	70	79	87	25
New Québec Region 10	47	60	70	79	87	25
7. N.B.	47	56	62	70	76	25
8. N.S.	47	57	63	71	77	25
9. P.E.I.	47	55	61	69	75	25
10. Nfld.	47	57	63	71	77	25
11. Yukon	47	62	72	82	88	30
12. N.W.T.	47	62	72	82	88	30

Rates amended effective July 1, 1971.