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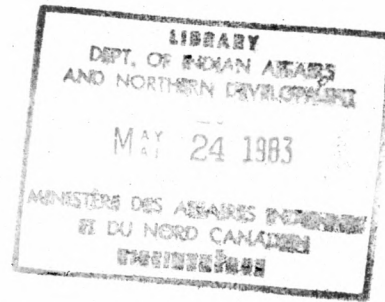
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Indian and
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et du Nord



SOCIAL DEVELOPMENT MANUAL

CHILD WELFARE MANUAL

ALBERTA REGION

JUNE/JUIN '76

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SOCIAL DEVELOPMENT MANUAL

ALBERTA REGION

SOCIAL ASSISTANCE

The Federal Government has a general responsibility with respect to Indians as a result of Section 91 of the British North American Act which gives Canada legislative jurisdiction over Indians and lands reserved for Indians. Section 88 of the Indian Act, however, provides that subject to the terms of any Treaty or any 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 Federal Government provides certain social services to Treaty Indians and has asked Parliament each year through Appropriation Acts for the authority and the resources to provide these services.

Federal policy is based on the principle of ensuring the availability of services by providing those services directly where provincial services are not available, and giving financial assistance to indigent Indians to pay for necessary services where this assistance is not otherwise provided. When Indians live in municipalities with normal welfare programs, supported by Canada Assistance Plan agreements, the Federal Government believes they should benefit from these agreements as would any other citizen. Because of legislative jurisdiction, the Department continues to provide assistance to Treaty Indians on the basis of need where assistance is denied them by the Province or a Municipality.

An understanding exists between the Department of Social Services and Community Health and the Department whereby all persons (Treaty Indians, Metis or non-Indian) residing on Reserve who require assistance will be the responsibility of the Department; whereby all Treaty Indians residing off reserve and endeavoring to establish themselves as self-supporting persons who require assistance will be the responsibility either of the Department of Social Services & Community Health or the Municipality in which they have established residence. Any Treaty Indian has the right to apply to an Indian Affairs office for service but it does not follow that the applicant will not be referred elsewhere.

The Federal Government will reimburse the Department of Social Services & Community Health 100% of the material assistance provided to Indians who come from outside of the Province or who are moved to Southern Alberta by the Federal-Provincial Farm Labour Board for the purpose of taking employment.

It is the policy of the Department to provide Social Assistance based on the rate structure of the province in which it operates. It must be emphasized, however, that while provincial regulations are used as guidelines, they are not necessarily the same as Department regulations.

Department and/or Band Responsibility

Funds for the Social Services program are delegated under the Financial Administration Act. The Act dictates full accountability under program regulations. The Department of Indian Affairs may administer the program itself or it may transfer the funds to a Band Council to administer the program on behalf of the Department. If the Department administers the program, or if the Band Council assumes this responsibility, either organization must carry out the program in a manner consistent with Department regulations. A Band Council is, therefore, responsible for ensuring that the Band staff administers the program within the limits of those regulations and procedures. The Department is still responsible to Treasury Board for all funds appropriated, however, and must take every necessary action to ensure proper use of said funds.

Resources

It is recognized that many individuals and families, for various reasons, are unable to provide for their basic needs. Through a wide variety of programs, including education, economic development, placement and relocation, the Department of Indian Affairs is attempting to provide an ever increasing number of acceptable alternatives to direct assistance. A particular effort is being made to utilize resources and programs that are available to all Canadians.

Philosophy

Regardless of the reason for needing assistance, the Social Assistance program emphasizes the necessity to stimulate within each person the ability to be self reliant, and to continuously encourage the individual to use his or her skill and personal resources toward responsibility. For those people not able to achieve personal or economic independence, the Social Assistance program provides supportive assistance. This is done within the framework of the following principles:

1. Every individual has right to services when his need for them is established.
2. No individual should have to meet a test of moral worthiness in order to receive services.
3. Every individual receiving services under this program has a right to plan his own life as he chooses.
4. Every individual should receive financial assistance in a form suitable so that he may be free to exercise that right, as long as privileges are not abused.
5. The confidentiality of the circumstances of every individual receiving or applying for services must be respected.
6. Every individual seeking or receiving services has the right to appeal any decisions concerning his application which he considers unjust.

Responsibilities and General Information

Staff Responsibility

In carrying out the Social Assistance program, all administrators are required to follow the regulations as they are stated and to do so within the meaning and intent of the program.

The welfare aide, welfare administrator or social worker employed to carry out this service is required:

1. to assist the client to do as much as he can for himself;
2. to assist the client to know his rights and obligations;
3. to make the client aware of all the alternatives open to him and then to leave him free to make his own decisions.

Responsibilities of Clients

A person who considers himself in need of assistance, and makes application for social assistance, must be prepared to assume certain responsibilities in establishing his need. He must demonstrate that he has explored, within the limits of his ability and circumstances, every possibility of self support; must disclose his present and potential income and assets; and be prepared to provide evidence available in support of his application. While he is in receipt of financial assistance, he must report any changes in his income or related circumstances.

Disclosure of Information

Under normal circumstances, no information will be disclosed without written consent of the client. If however the disclosure of information is necessary in the administration of Social Assistance, the information may be released by staff without written consent to the following:

- 1) any Band Council, government department, municipality or agency of another province or territory of Canada having a responsibility to provide financial assistance to persons in need;
- 2) at a trial, hearing or proceedings under the Criminal Code or the Maintenance and Recovery Act related to any matter under this Act, or to a solicitor acting on behalf of any Band Council, government authority or agency responsible for the institution of such a trial, hearing or proceedings;
- 3) during the hearing of an appeal before such appeal authority as is established;
- 4) to a member of the Legislative Assembly of Alberta, or the Canadian House of Commons, if he has the consent of the person who has applied for or has received a social assistance.

If the disclosure of information is not necessary in the administration of the Code or the Act, or not in the best interest of the person concerned, or if the person to whom the information would be released is not included in the above list, the information may be released with the written consent of the Regional Supervisor of Social Assistance. Requests for consent should identify the information to be disclosed and the person to whom the disclosure may be made.

Persons who contravene this section are liable to disciplinary action.

Appeal Committees and Procedures1. Appeal by an Applicant or a Client.

Appeals from decisions of the Department or Band employees respecting the administration of Social Assistance may be heard by an Appeals Committee established by the Department or Band Council. An applicant or a client may appeal a decision on the grounds of:

- (a) Refusal to grant allowance
- (b) Cancellation of allowance
- (c) Suspension of allowance
- (d) Reduction of allowance
- (e) Inadequate allowance
- (f) Manner of grant (voucher/payroll)
- (g) Other.

The person appealing shall, in writing, show the grounds for appeal. He will mail or deliver the appeal to Band or District Office responsible for the decision which is being appealed.

2. Administrative Review

The Band or District Office receiving the appeal will undertake an administrative review of the circumstances related to the

decision being appealed prior to referral of the appeal to the local Appeal Committee. An administrative review will be conducted as follows:

- (a) A review of the file will be made. The circumstances may be discussed with the social worker, the person appealing, or any other person, subject to the rules concerning disclosure of information.
- (b) The Administrative Review will be concluded as soon as possible, and the person appealing will be notified in writing of the results. The notification will be delivered or mailed to the person appealing within five working days from the date of receipt of the notice of appeal.
- (c) Where the Band or District Office is able to reach an understanding that is agreeable to the person appealing, the necessary action may be taken and the matter will be considered as having been concluded. A copy of the appeal and a summary of the action taken will be forwarded to the District Superintendent of Social Development and to the Assistant Regional Director-Social Development.
- (d) Where the Band or District Office is not able to make an immediate adjustment to the satisfaction of the person appealing, the written appeal, if requested by the person appealing, will be forwarded immediately to the local Appeal Committee through the District Superintendent of Social Development or Band representative who will arrange for a hearing to be held within ten working days of receipt of the appeal by the Appeal Committee.

Composition of Appeal Committee

- (a) Where a Band administers the social assistance program, the Appeal Committee shall consist of:
- (1) a Social Assistance client
 - (2) a Band Councillor or a representative appointed by the Band Council
 - (3) the District Superintendent of Social Development.
- (b) Where the Department administers the Social Assistance program, the Appeal Committee shall consist of:
- (1) a Social Assistance client
 - (2) a member of the community (independent)
 - (3) the Regional Supervisor of Social Assistance.

Band staff and Departmental District staff are to be observers and/or resource people only when an appeal is held in their area of administration.

Hearing of an Appeal Committee

The following terms of reference for a hearing by an Appeal Committee will apply:

- (a) The person appealing shall be advised in writing by the District Superintendent of Social Development or Band Worker of the time and place of the hearing, 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 person appealing will be placed on file.
- (b) The District Superintendent of Social Development or the Band Worker, or his representative, shall be given the opportunity to present additional information, documents, and essential extracts from the file, and to question the person appealing, or his representative.

- (c) The person appealing, or his representative, shall be given the opportunity to question the District Superintendent of Social Development, or the Band Worker, or his representative, and to inspect such documents and extracts from the file as are essential to the hearing.
- (d) When the Committee is assured that all parties have presented the relevant information and documents, it shall briefly summarize the issues and information and policies pertaining thereto.
- (e) When the person appealing fails to appear in person, or be represented, the Committee may proceed in his absence, and make a decision on the basis of the written statement of the person appealing as well as the information, documents, and extracts from the file provided by the District Superintendent of Social Services or the Band Worker, or his representative.
- (f) The Committee may make an immediate decision concerning the appeal. If this is done, the decision will be conveyed in writing to the person appealing.
- (g) Where the Committee is unable to complete the hearing and make a decision on the date set for the hearing, the hearing may be adjourned for a period not exceeding ten (10) working days, as agreed to by the person appealing. At the conclusion of the hearing, the written decision of the Committee shall be handed to or immediately mailed to the person appealing.
- (h) A copy of the written decision and a summary of the hearing shall be mailed to the Regional Supervisor of Social Assistance.

General Procedures (Respecting all Appeals)

- (a) All hearings of the Appeal Committee shall be held "in camera" and all records considered confidential shall be retained in locked files.
- (b) When the Committee is of the opinion that an appeal is unjustified it may, in writing, so advise the person appealing or may request further particulars with respect to the appeal. The Committee may decline to hear such an appeal.
- (c) The District Superintendent of Social Development or the Band Worker will act upon the decision of the Appeal Committee, provided the decision is not in conflict with the policy of the Department as found in this manual and in Departmental memos or Minister's directives. Where the decision of the Committee appears to be in conflict, as mentioned, or where the Committee has recommended an amendment to legislation, regulations, policy manual, departmental memos or the Minister's directives, the circumstances will be reported immediately to the Regional Supervisor of Social Assistance.
- (d) No appeal may be heard unless the three duly appointed Committee members are present.

Eligibility

1. Application

Applications for assistance will be made by the head of the household. Only in exceptional cases, such as illness, prolonged absence from the home or other similar valid reasons, will an application be accepted from a spouse or dependent.

2. Employability

Persons who are unemployable because of age, illness or disability, and single parents with dependent children, are assisted by the Department if they are otherwise eligible for Social Assistance. Employable persons eligible for Social Assistance are assisted by the Department, depending on their residence as outlined below.

A. Definition of Reasons for Requiring Social Assistance

There are three major reasons for requiring social assistance. These are:

1. Health

The applicant for reasons of physical, psychological, or mental incapacity is unable to earn income sufficient to provide for basic necessities for himself and his dependents.

2. Social

The applicant by reason of age, or is an only parent with custody and is personally caring for a dependent child or children, or is receiving rehabilitative services, is unable to earn income sufficient to provide the basic necessities for himself and/or his dependents.

3. Economic

The applicant is an unemployed employable person capable of taking employment but unable to obtain employment at a reasonable wage within his skills, training and experience; or is an underemployed person who, through his best efforts, is unable to earn income sufficient to provide the basic necessities for himself and his dependents.

B. Eligibility Factors1. Age

If age alone is a factor, a person may be considered eligible if over age 55. The age indicated on the Band List is acceptable.

2. Illness

Physical, psychological or mental illness is considered a factor when an individual has an active or chronic disease sufficient to prevent him from rendering services for wages or carrying out normal tasks associated with self employment.

3. Incapacity

Physical, psychological or mental incapacity is considered a factor when the individual lacks bodily strength or intellectual power to be able to render services for wages or carry out normal tasks associated with self employment.

4. Dependent Children

Refers to children for whom a parent has custody and who is personally caring for the dependent child or children. A child residing temporarily out of the parent's home may be considered as a dependant under the Social Assistance program.

5. Guardian Social Assistance

Social Assistance may be paid to a relative or guardian on behalf of children whose parents are dead or confined in a sanatorium, nursing home, hospital, penal institution or provincial hospital for the mentally ill; or when both parents have abandoned or demonstrated themselves unable to care for their children. The relative or guardian assumes the responsibility for the child's care and training. In providing financial assistance, neither the Department nor the Band Council have any legal responsibility for the child. (See page 44 for G.S.A. Rates).

6. Unemployed Employable

A person who cannot obtain work may be eligible to apply for Social Assistance. Unless unable because of health or social reasons, every head of a household is expected to take full or part time employment if it is available within a reasonable distance. There is no choice between work and Social Assistance. If work is available within the skill, training, experience or ability, an employable person must take advantage of this opportunity and cannot receive Social Assistance.

7. Underemployed

A person whose earnings are not sufficient to meet his basic needs and those of his dependents may apply for Social Assistance.

8. Labour Disputes

Persons who withhold their services to an employer by strike action are not eligible for Social Assistance on behalf of themselves or their dependents. However, persons who become unemployed as a result of strike action, by a group of which he is not a member, may apply for Social Assistance.

9. Rehabilitation

Some people, as a result of illness, accident or social conditions, may require special programs to enable them to have an opportunity equal to other members of their community. In such cases, programs can be developed which will enable the individual to accept part-time or full-time employment. An individual engaged in such a program may apply for Social Assistance.

Assets

Applicants for Social Assistance may be allowed convertible assets or their equivalent of \$1,000 for a single person and \$2,000 for married couples or families. A home in which the applicant resides is exempted, together with normal household furniture, as is one quarter section of land if the applicant resides on a farm. All assets of applicant and spouse, such as stocks, bonds, securities, cash surrender value of life insurance policies, market value of an automobile, real estate, et cetera, must be listed on the Budget and Decision sheet. Real estate, other than that exempted, shall be considered equivalent to a cash asset which can be sold or against which a loan can be secured.

In determining the resources of an employable person, no more than \$250 for a single person or \$500 for a person with dependents of the asset limits can be made up of cash on hand, bank accounts, or government bonds.

Social Assistance may be granted in certain instances where assets exceed the limits, if in the opinion of the Regional Supervisor of Social Assistance the assets are of a rehabilitative nature and if the applicant has the potential to be self-supporting in a reasonable period of time. This authority to exempt assets has been delegated to District Superintendents of Social Development or, if he is unavailable, to the District Managers, or a suitable delegate. Where the Band is administering the program, the Band Council will be consulted. If assets are exempted, the Regional Supervisor of Social Assistance must be notified in writing.

Client Responsibility Towards Employment

It is expected that all employable clients will regard taking employment, if it is available, as an integral part of their responsibility to themselves and to society. Should Band or District Offices encounter instances where this requirement becomes an issue, the circumstances should be reported to the Band Council or District/Regional Office immediately. The Band Council or Department is prepared to take such steps as necessary to require a client to support himself and his dependents.

EligibilityIncome

A person whose income is not sufficient to meet his primary needs and those of his dependents, if any, may qualify for Social Assistance in accordance with the basic eligibility conditions of a budget deficit. All income shall be verified and recorded on the Budget and Decision sheet in as much detail as possible.

(1) Earnings

It will be necessary that earnings of the client be verified as follows:

- (a) at the time of initial application, if the applicant is employed;
- (b) when a client commences employment;

- (c) when there is a change of employment, a change of job pattern or a change in wages;
- (d) at the time of annual review.

One or more of the following will be acceptable as verification of earnings and deductions:

- (a) pay slips;
- (b) cheque stubs;
- (c) the client's income tax records;
- (d) statement by the client, where other verification is not available.

All earned income shall be shown on the Budget and Decision sheet. Deductions to a loan company for back debt or for the purchase of bonds, et cetera, will not be allowable in calculating net income.

(2) Variable Earnings

When there is a history of variable earnings which is likely to continue, an average monthly amount is to be estimated and shown as income on the Budget sheet. This estimate should be realistic enough that a change will not be necessary during the anniversary year, but a noticeable adjustment in income must be accounted for when it occurs.

(3) Earning Exemptions

The following amounts are considered exempt and may be disregarded from earnings:

Earnings up to \$100.00 per month - no reduction in social assistance.

Full net income shall be shown on the Budget and Decision sheet, with the exemption shown as a requirement. This allowable deduction is to be considered from earned income only.^{ON} Pensions, investment or farm income are not deductible. ^{FROM TRAINING} Training allowances received by a client from Canada Manpower, Alberta Vocational Training, or any other source, provided the allowance is clearly identified as a training allowance, will be considered as earnings for the purpose of earnings exemption. Students Assistance Loans are not training allowances and, therefore, are not subject to this exemption.

Where employed Social Assistance clients are receiving a free meal at their place of employment, no deduction is to be made from the food allowance. Where clients are required to pay for a meal at their place of employment, the cost is an allowable deduction from earnings.

(4) Unemployment Insurance

At the time of application it should be determined if the applicant is receiving or may be eligible for Unemployment Insurance benefits. If the applicant has applied, the date of application should be noted. If the applicant has not applied, assistance should only be issued on condition that application for Unemployment Insurance is made.

To obtain information from U.I.C. verifying the applicant's claim and its status, a Request for Information form should be used. The Request for Information should be forwarded to Public Relations, U.I.C. N.B.: The processing of claims can be completed in 2 or 3 days when the claim is complete. However, there may still be a delay of up to 2 weeks where information is lacking.

(5) Family and Youth Allowance

Family and Youth Allowances are not included as income in calculating eligibility for Social Assistance.

(6) Farm Income

Although farm income may be difficult to average on a monthly basis it shall be averaged over the recommended pay period.

(7) Homeowner's Grant

The grant provided under the Alberta Property Tax Reduction Act is not considered as income in establishing eligibility for Social Assistance. Homeowners may use this money for home maintenance.

(8) Boarders and Roomers

Income from a boarder shall be shown in full as income, with either the value of groceries or 50% of this income (whichever is greater) shown as a requirement. Income from rental of a room or suite shall be shown in full as income, with 25% of this income shown as a requirement.

(9) Other Income(a) Canada Pension Plan

The Canada Pension Plan provides for the following benefits:

- (i) a monthly pension on retirement
- (ii) a monthly pension if a person is disabled and cannot work at a substantially gained level
- (iii) if disabled, a monthly pension for dependent children
- (iv) a lump sum payment to the estate at death
- (v) a monthly pension to widows including established common-law widows

- (vi) monthly benefits to dependent children in the event of death
- (vii) a monthly pension for a disabled widower who was wholly or substantially dependent on his deceased wife for financial support.

At the time of application for social assistance, it should be determined if the client is entitled to benefits, and if so, the total amount will be shown as income.

(b) Other Pensions and Allowances

There are many possible sources of income an applicant may already be receiving. All sources must be considered in determining eligibility for Social Assistance. Examples of common ones are Old Age Security and Guaranteed Income Supplement, Alberta Senior Citizens Allowance, Workmen's Compensation, War Veterans' Allowances, United Mine Workers of America Pension, Retirement Pensions and Disability Insurance Benefits.

Medical Certificates to Determine Eligibility

A person who claims he is unemployable for reasons of physical or mental disability must have his claim substantiated by a medical report unless the disability is obvious to the social worker. The report, or a copy of it, must be placed on file. The presence of the report and the duration of validity should be reported on the Budget and Decision sheet.

Special Groups(1) Persons on Strike

Employed persons who withhold their services to an employer by strike action are not eligible for Social Assistance on behalf either of themselves or their dependents. Any person who becomes unemployed as the result of strike action by a group of which he is not a member, may apply for Social Assistance.

(2) Residence

A municipality is responsible for assisting an employable person who is a resident of the municipality and (1) was a resident of the municipality during the twelve months immediately preceding his application, and (2) did not, during any part of those twelve months, receive material aid from the Province or any other municipality. A resident of the municipality continues to be the responsibility of the municipality for a period of 90 days after he moves from the municipality. If assistance is required during this 90 day period, this may be provided by the municipality to which the person has moved, or by the regional office. If assistance is issued by the ~~district~~ office during this 90 day period, this will be shown on the application, together with the date municipal responsibility ceases since 20% will be charged back to responsible municipality. After the 90 day period, the person will be the responsibility of the Department, for the provision of social assistance, until he again establishes residence within a municipality.

(3) Treaty Indians from the Northwest Territories

An understanding exists with the Department of Indian Affairs and the Department of Social Services and Community Health concerning the provision of social assistance services to Treaty Indians from the Northwest Territories who require assistance in Alberta.

Treaty Indians from the Northwest Territories will be eligible to apply for regular social assistance services on the same basis as any other person from out of the province.

The Department of Social Development (Northwest Territories) will reimburse the Department of Social Services and Community Health for assistance granted plus administration costs. This policy does not apply to Treaty Indians from the Northwest Territories being referred for medical services in Alberta, as Medical Services in the Northwest Territories will make all the necessary arrangements for these services.

Dependents of Social Assistance Clients, Not in School

Children 16 or 17 years of age who are no longer attending school and who reside with their parents, who are in receipt of Social Assistance, will be considered as dependents until they are suited to available employment. In these situations, the child will be expected to take employment or training as soon as possible and should be assisted in doing so.

Unmarried Mothers

Eligibility of unmarried mothers over the age of sixteen will be considered according to regular social assistance policies.

A client should be encouraged to receive training or take employment that will allow her to become self-supporting.

Where the unmarried mother is residing in the home of her parents and they are unable or unwilling to provide for the basic needs of their grandchild, an application may be taken in the name of the unmarried mother to meet the food, clothing and other requirements of her child.

Applications for social assistance will not be accepted from unmarried mothers under the age of sixteen. However Child Welfare Services will be made available.

In determining the eligibility of unmarried mothers, her resources in the form of maintenance from the putative father are to be carefully explored. The comments section of the Budget and Decision sheet should show what steps are being taken to have him meet his financial obligations.

Where parents are aware of the pregnancy, their willingness to assist in these instances should be considered in determining eligibility.

Separated Persons

In determining the eligibility for assistance of a separated, deserted or divorced woman, her financial resources in the form of maintenance from the husband or ex-husband are to be carefully explored. Where no maintenance payments are being made and it appears that there is a liability to pay on the part of a husband, the situation should be discussed with applicant with a view to initiating action. This may be referred to Family or other court for enforcement of an existing order or agreement or an application for a maintenance order. Where the required information is not included, the application will be incomplete.

In cases of recent separation, the possibility of reconciliation should be explored by the worker, with maximum advantage being taken of additional resources available in the community. An effort should be made to determine that the separation is genuine and has not been effected simply to achieve Social Assistance. If a person is suspected of doing so, circumstances may warrant an investigation.

Common-law Unions

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 client has received or is receiving financial contributions from a man with whom she was or is living or associating, the relationship must be clarified since this could affect her eligibility or the amount of benefits to which she was or is entitled.

The relationship usually falls into one of the following categories:

(a) A Common-law Relationship

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

Facts that are generally acceptable as evidence of a common-law relationship include:

- the man and woman share the same address;
- the man does not have separate accommodation in the house;
- the man spends his available time in the home, whether or not he is employed in that area;
- the man and woman are known as man and wife by neighbours and by agencies in the community.

Sources of information that may be helpful include neighbours, landlord, mailbox identification, motor vehicle registration, Alberta Health Care Insurance, etc. Where the worker is satisfied that the woman is living in a common-law relationship, her Social Assistance shall be cancelled on the grounds that the man by virtue of the relationship is expected to provide for the family. The couple should be advised of the decision and informed that, if he is unable to provide for the family, he may apply for Social Assistance as head of the family.

(b) An Acknowledged Boyfriend Relationship

Where the association that exists between the man and the woman is not what is defined as a common-law relationship, the man may be considered as a friend who has regular association with the woman.

Although such a person may share the same address as the client

this fact will not affect the client's eligibility in that he has not become the head of the family. However, he will be expected to make payments for room and board at a reasonable rate.

In addition, he may have provided financial contributions in the past in such a way as to have caused an overpayment of Social Assistance to the woman, and he may continue to provide financial contributions that would affect the woman's Social Assistance in the future. If the woman has any income in this manner, she is expected to make an accurate report on such income.

(c) A Room and Board Arrangement.

Where the association that exists is not a common-law or boyfriend relationship, and the man resides in the home of the client, he is expected to make reasonable payments for room and/or board.

Patients in Contract Nursing Home

If a husband or wife is admitted to a nursing home and requires assistance, a separate social assistance application will be taken from the patient and a separate file established. In taking the application from the patient, the assets and income of the spouse shall be taken into consideration in determining eligibility.

A comforts allowance of \$30.00 per month may be provided in lieu of Social Assistance for clothing and personal needs.

Persons aged 65 years or older who are in receipt of Old Age Security and Guaranteed Income Supplement should have sufficient income to meet their requirements.

Patients in Auxiliary Hospitals

If a husband or wife is admitted to an auxiliary hospital and requires assistance, a separate social assistance application will be taken from the wife or husband and a separate file established. In taking the application from the patient, the assets and income of the spouse shall be taken into consideration in determining eligibility.

A comforts allowance of \$30.00 per month may be provided in lieu of social assistance for clothing and personal needs.

Auxiliary Hospitals will provide the client with the comforts allowance for those eligible, and bill the Department directly on their monthly maintenance accounts. If it is not possible for the Auxiliary Hospital to provide the comforts allowance in this manner, the allowance may be provided by payroll in the amount of \$30.00 per month where they have no income.

Patients in Active Treatment Hospitals and T.B. Sanatoria

For Social Assistance clients, comforts allowance of \$30.00 per month for clothing and personal needs may be granted to long-term patients in lieu of social assistance. Those not in receipt of social assistance may qualify for a personal allowance of up to \$15.00 per month. Medical Services will assume responsibility for clothing.

Under ordinary circumstances, applications shall only be taken if it appears likely that the person will be a patient for over 90 days. In taking the application from the patient, the assets and income of the spouse shall be taken into consideration in determining eligibility.

Rehabilitation Centres (Other than above categories)

If a person is attending a rehabilitation centre, an application for social assistance may be taken for personal allowance and clothing

if required. This will be in lieu of comforts allowance.

Students in Post Secondary Education

Persons attending post-secondary institutions are not eligible for social assistance.

Those contemplating further education should discuss their plan with the education section, whose function is to advise and assist those individuals they assess to be potentially advanceable. Social Services cannot assume responsibility for these decisions, nor their funding.

Persons attending vocational programs will be expected to use other resources such as Manpower Training and Alberta Vocational Training. Social Services may be used to supplement these resources on a budget deficit basis.

Overpayments

An overpayment represents assistance received by the client to which he was not entitled. The assistance may have been gained fraudulently, accidentally, or through misunderstanding. Recovery action, however, must be undertaken unless otherwise indicated in policy.

1. Overpayment Assessment and ComputationDistrict or Band Office Responsibility

The worker shall complete a report including the following information:

- the manner in which the overpayment occurred;
- the period of time during which earnings or other income, which could create an overpayment, were received by the client. Precise information is required regarding dates, place or source and amounts;
- a summary of the financial, rehabilitative and social aspects of the case, including the manner in which the unreported earnings or other income was disbursed by the client.

2. Overpayment RecoveryRecovery where a person continues to receive assistance

Whether or not the person enters into an Agreement to repay, a deduction will be made in the monthly amount of assistance issued, except where it is not reasonable to do so because there are other existing deductions or the reduced requirements of an unemployed employable person preclude the making of a deduction for overpayment. The monthly reduction in social assistance at the Band or District Office shall not be less than \$10.00 per month or more than the amount of personal incidentals or earning exemption.

Wherever a deduction in assistance is made, the amount of recovery and the month of final payment will be indicated on the current and any revised or annual Budget and Decision sheets.

Where a person's assistance terminates with an unrecovered portion of the overpayment outstanding, recovery shall be reinstated if a further application for assistance is made.

Reporting and Assessment of Financial Contributions for the Purpose of Computing Overpayments

In any instance where it is determined that the client received financial contributions, in cash or in kind, from any other person including a common-law spouse, boyfriend, parent or other person, the computation of overpayment will be made having regard to the following guidelines:

- (a) All cash contributions will be considered as income. A specific dollar figure, together with dates of contributions, must be established. If the specific amount is not available, an accurate estimate based on available information shall be established in terms of a specific dollar figure.
- (b) All contributions in kind for items established as basic requirements on the Budget and Decision sheet will be considered in the overpayment computation.
- (c) Contributions in kind which might normally be provided by the department as special needs (i.e. major appliances, furniture, and any other essential service or household need) may be excluded from overpayment. Such exclusions will be reported to Band Council and District Office. District Office will report all exclusions to the Regional Supervisor of Social Assistance.

(d) Contributions in kind - item, dollar value, and date received by the client must be determined as accurately as possible.

Overpayments - Common-law Situations

Where a female client is or was receiving financial contributions from a man who is not her legal husband, the worker must consider these financial contributions as a resource during the time she is or was receiving them and as a potential resource in the future.

When determining whether an overpayment has been incurred by reason of a client having established a common-law relationship, it should not be assumed that all or a part of the social assistance paid to her in the past is an overpayment. Where a man has lived in a common-law relationship with a woman who was in receipt of social assistance, there may have been no undertaking on his part to assume the full responsibility of head of the family and, consequently, he may not have provided full maintenance for the family. Under such circumstances, the woman could not be assessed an overpayment respecting an amount that she had not in fact received from the man. To effectively cope with a common-law relationship situation, it becomes necessary to terminate the assistance issued to the woman, thus leaving the common-law husband the responsibility to provide for the family himself, or to seek social assistance if he is unable to do so. Alternately, he may terminate the common-law relationship and disclaim any responsibility in future.

It will be noted, in computing an overpayment that occurred as a result of a man providing financial contributions, that there is little difference whether the couple lived together as man and wife or otherwise. The significant aspect is the amount of financial contributions that was provided by the man which would have affected the amount of assistance to which the woman was entitled.

BenefitsPrimary Needs

Primary needs are the items required on a regular monthly basis to meet the immediate needs of a person who is unable to provide for them from his own resources. They may be authorized by social workers within the guidelines established in this section. It is a policy of the Department to follow rates established by the Province.

1. Composite Allowance (Food, Clothing, Household, Personal)

Composite allowances are calculated on the basis of price survey studies conducted by the Home Economics Division of the Department of Agriculture. Composite requirements shall be shown on the Budget and Decision sheet in accordance with the current rate schedule.

The allowance cannot be more than the current rate, but may be less when circumstances are such that the maximum is not required. In the latter instance, a short explanation must be included on the Budget and Decision sheet.

An additional allowance may be provided, as outlined in the schedule, for special diet supplements as recommended by a physician.

The composite allowance for an individual or a family unit living in shared accommodation will be calculated from the pre-added schedule of allowances as though the individual or family unit were living alone.

The food allowance for boarders or homemakers will be calculated

in the same manner, and will be shown as a separate entry on the Budget and Decision sheet under requirements as "other needs." In the case of boarders, the full food allowance or 50% of the room and board (whichever is greater) will be shown as a requirement.

If an emergency should arise which requires the non-recurring duplication of an issue beyond that granted for any period, an explanation of the circumstances must be included on the Budget and Decision sheet.

2. Room and Board

Rates should be in line with the cost of reasonable accommodation available in the community. In a District where special situations exist, special rates may be paid in cases where a patient has recently been discharged from an institution for the handicapped or mentally ill.

3. Special Diets

Extra monthly allowances for special diets may be provided on the written recommendation of a physician or Public Health Nurse according to the current rate scales.

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MAXIMUM SOCIAL ALLOWANCE FOOD, CLOTHING
PERSONAL AND HOUSEHOLD ALLOWANCE SCHEDULE

April 1, 1973

No. of Children	Ages of Children		Long-Term Assistance		Short-Term Assistance	
	0-11 years	12-17 years	One Adult \$	Two Adults \$	One Adult \$	Two Adults \$
0			113	212	83	164
1	1	0	158	250	116	190
	0	1	183	273	140	212
2	2	0	197	284	143	212
	1	1	220	306	165	233
	0	2	243	328	187	254
3	3	0	232	326	166	242
	2	1	254	348	187	263
	1	2	276	370	208	284
	0	3	298	392	229	305
4	4	0	274	368	196	272
	3	1	296	390	217	293
	2	2	318	412	238	314
	1	3	340	434	259	335
	0	4	362	456	280	356
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
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

MAXIMUM SOCIAL ALLOWANCE FOOD, CLOTHING,
PERSONAL AND HOUSEHOLD ALLOWANCE SCHEDULE

April 1, 1978

No. of Children	Ages of Children		Long-Term Assistance		Short-Term Assistance	
	0-11 years	12-17 years	One Adult \$	Two Adults \$	One Adult \$	Two Adults \$
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
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

NOTES:

1. The foregoing schedule is calculated on the basis of the following:

- (a) Benefits - Long-Term Assistance - includes food, clothing, personal and household allowances
 - Short-Term Assistance- includes food and personal allowances

(b) Allowances -	Unit	Food	Clothing	
	Adult Person	62	18	<u>Personal Allowance</u>
	Child 0-11	30	12	\$14 per adult per month
	Child 12-17	51	13	<u>Household Allowance</u>
				Single Person \$ 7 per month
				Family Unit . \$12 per month

(c) Food allowance rates are adjusted to reflect increases of 20%, 10% and 5% for one, two and three person units of assistance respectively.

2. Use allowance rates noted under 1 (b) if the recipient is not eligible for benefits included in the basic allowance rate.
3. The adult rate may be used in providing for the food requirement of housekeepers.
4. 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 indicated below.

	<u>Child 0-11</u>	<u>Child 12-17</u>
Long-Term Assistance	42	64
Short-Term Assistance	30	51

5. Comforts Allowance for patients in Nursing Homes, Auxiliary Hospitals and Active Treatment Hospitals - 38 per adult per month.
6. Extra monthly allowances for special diets may be provided on the recommendation of a physician as follows:

			<u>Diabetic Diet</u>		<u>Family Unit</u>
			<u>Calories</u>	<u>Single Person</u>	
Ulcer	9.00	Tuberculosis	13.00	1500	9
Low Calorie	5.00	Restricted Sodium	8.00	2000	23
High Protein	13.00	Pregnancy (last		2600	42
Gluten Free	13.00	three months only)	13.00		34

7. Homeowner's Maintenance Allowance - \$14 per case per month where a person resides in and owns his own home.
8. Guardian Social Allowance Program Rates

Food and Clothing - use allowance rates for children as noted under 1 (b)

Shelter - \$27 per child per month.

9. For persons entitled to receive a laundry allowance, the following rates will apply:
 \$3.00 per month for single person;
 \$7.00 per month for a family up to 3 persons;
 \$9.00 for a family of four or more.

An additional allowance for \$1.00 per month may be added to the family unit rate where dependants include a child in diapers and/or where bedwetting is a problem.

Shelter

Rental allowances shall be based on the average rents actually paid in the community and the number of persons in the family, taking into consideration whether or not utilities are included in the rent or charged separately. If a home is owned, an allowance may be made for taxes on a twelve-month basis. Mortgage payments, taxes and a fire insurance may be paid in lieu of rent, provided the sum expended on these does not exceed the average rent that would be paid for the family unit.

In special circumstances, such as the applicant and his family arriving in town late at night, emergency accommodation may be provided in a local hotel or boarding house until more suitable accommodation is found.

Rental Damage Deposits

Since the Department is not a party to a lease, it has no legal liability for any damage done by a client to rented accommodation. Staff should be careful to make this clear to landlords. However, the superintendent and workers should be aware there is a degree of moral responsibility assigned to the Department by the public regarding such damage, and should therefore try to anticipate and prevent any unusual situation which could result in a subsequent claim.

The payment of damage deposits to a landlord, and the recovery from the landlord, are the responsibility of the client.

Where a move is made in accordance with the Departmental policy and the client is unable to pay any necessary damage deposit from his own resources, an amount equal to the damage deposit may be advanced to the client with the understanding that the full amount is refundable to the Department.

Recovery of the advance will be made by monthly reductions in social assistance of not less than \$10.00 or more than the amount of the personal allowance. The Budget and Decision sheet will indicate the amount of the advance and the date when the total recovery will be effected.

When assistance is terminated, any balance of the advance remaining unpaid will not be collected except when the person re-applies for assistance. Where the client recovers the damage deposit from the landlord at the time of termination of assistance, however, he will be expected to repay the balance of the advance in cash.

Where a client moves and the rent is \$10.00 per month less than which was previously provided, recovery of the damage deposit advance will not be made.

The Landlord and Tenant Act

Section 22 of the above Act requires that a landlord give written notice of at least 90 days before increasing the rent payable by a tenant. Staff should ensure that this requirement has been met.

Outstanding Rent Payments

Where it comes to the attention of a Band or District Office that a client has fallen in arrears in paying his rent, the Band and/or the Department's position should be made clear.

The Band or Department is not a party to a rental arrangement between a landlord and a client, and is not responsible for arrears. Cases known to default on rent payments should have their shelter allowance paid by vouchers. The onus is on the landlord to take steps to collect any

arrears. If other steps fail, the landlord may take legal action and obtain a Court Order against the client for the payment of rental arrears. If (i) the client refuses to pay on the order, (ii) social allowance funds have been available to the client to pay the rent, and (iii) the client has no income other than Social Assistance with which to make payments on the order, reasonable deductions may be made from future Social Assistance payments up to the amount of the arrears. These deducted amounts may then be paid to the landlord as full or partial payment of the terms of the Court Order.

Fuel and Utilities

Where these services are not included in rent or shelter, an allowance may be made for utilities. The amount will vary with location and the type of fuel used, but an average for a 12 month period should be worked out as accurately as possible.

When a person qualifies for assistance, and prior to his being placed on payroll, the full amount of any current utility bill will be accepted, provided application is made prior to the due date indicated on the bill. If the regular billing period is two months, the whole two month period will be covered. When the client is placed on payroll, the utility allowance is intended to cover the billing which he will receive during the month the cheque covers.

Clients not on the payroll should be requested to bring or mail their utility accounts to the Band or District Office. If it is necessary to order fuel on an emergency basis, a dollar limit will be set, a Budget and Decision sheet completed, and a purchase order for the amount forwarded to the vendor as soon as possible. When assistance is terminated, only those accounts presented to Regional Office prior to the end of the last assistance period will be accepted.

Comforts Allowance (14 April 1975)

Patients in contract nursing homes, auxiliary hospitals, active treatment hospitals and T.B. sanatoria, who are in receipt of Social Assistance may be granted a Comforts Allowance of up to \$30.00 per month in lieu of clothing and personal allowance. Those not in receipt of Social Assistance may qualify for a personal allowance of up to \$15.00 per month. Medical Service will assume responsibility for clothing where family donations or receipt of other income is not available.

Special Needs

Special Needs are those goods or services which may be required on a regular monthly basis such as allowances for transportation, special diets, babysitting services, homemaker services and telephone. They may also include items that are not required on a regular monthly basis and which are specifically provided for in Departmental policy. Baby foods are not special or medical requirements, allowances are provided in the rate scale for food. If the mother nurses the baby the food allowance may be used for extra nourishment for the nursing mother.

In assessing requests for special needs, the urgency, the resources available, and feasible alternatives shall be carefully examined. If the need cannot be met through other resources, an authorization may be issued by the worker where the cost does not exceed \$50.00.

The District Superintendent of Social Development may authorize additional needs up to \$750.00. The signing authority shall indicate his working title beneath his signature. He shall ensure that the services or materials are necessary, and that fees or costs are reasonable.

Any expenditures above \$750.00 must have prior approval from the Regional Supervisor of Social Assistance.

Additional needs which may be authorized are itemized below:

1. Telephones

Social workers are authorized to determine eligibility for a telephone for medical reasons. If there is not sufficient evidence that a telephone is required, the onus will be on the client to establish his need by producing a medical certificate certifying the necessity of a telephone.

If a telephone is required for employment purposes, it may be included as an item on the Budget.

Staff must clearly identify in the "comments" section of the Budget and Decision sheet the medical or social reasons for having a telephone.

The payment of deposits on telephones is the responsibility of the client, and will not be authorized by the Department.

2. Babysitting Services

A reasonable monthly allowance for babysitting may be provided to recipients who are engaged in employment. Due regard will be given to the ages of the children in determining the necessity for and the costs of babysitting. It should be noted, however, that this service is calculated as a special need.

3. Homemaker Services

A homemaker is a person who provides housekeeping and child care service to meet the needs of a family because of illness or in the absence of the mother. A homemaker may also be used to teach homemaking skills to a mother lacking such skills resulting in child protection services involvement.

Generally, the need for a homemaker is on a short term basis. If, however, the circumstances indicate that a homemaker will be required for an extended period, the monthly cost may be included in the payroll amount.

Staff must clearly indicate in the "comments" section of the Budget and Decision sheet why a homemaker is required. For expenditures over \$50.00, approval must be obtained from the District Superintendent of Social Services.

4. Major Household Appliances and Essential Furniture

Stoves, refrigerators, wringer washing machines and essential furniture may be provided in emergent circumstances, after all other resources have been explored.

Automatic washers, dryers, sewing machines, deep freeze units, vacuum cleaners, television sets, record players, tape recorders, radios, drapes, rugs, coffee tables, end tables and other similar items, are not considered essential and will not be provided.

Appliances and furniture are to be issued to long term clients only.

GUARDIAN SOCIAL ALLOWANCE - (1220)

Eligibility - Benefits MAY be paid to a guardian on behalf of a child whose parents are unable or unwilling to take care of the child/children.

A guardian means a relative or other suitable person approved by the area of responsibility i.e. Band Council or Department.

Guardian Social Allowance should NOT be used in cases of child neglect, nor will it be used to pay costs or care in institutions.

In assessing eligibility for Guardian Social Allowance, the focus should be on insuring the best interests of the child.

Legal Liability is not accepted by the Department. It is considered that in accepting the child, the substitute parents are also accepting parental responsibilities. For their own protection, substitute parents should be advised to obtain written consent to the placement.

Involvement of Parents and Recovery of Maintenance Paid. It is not the intention or the responsibility of the Department to supplant parents' responsibilities. At the time of assessment, the guardian should be advised to arrange for maintenance by the parents, if this is possible.

Benefits - Composite allowance (food, clothing, incidental allowance and shelter).

0	-	6	--	\$42
7	-	11	--	53
12	-	15	--	62
16 and		17	--	68

In addition, guardians will be eligible to receive Family Allowance payments. Family Allowance rates are as follows, and they should apply in the usual way to Family Allowance, Manulife House, 10055 - 106 Street, Edmonton, Alberta T5J 2Z6.

+	0	-	6	--	\$16.40
	7	-	11	--	20.80
	12	-	15	--	27.30
	16 and		17	--	30.60

Authority for payment - 1220 Budget and Decision Sheet, indicate G.S.A. Box.

Review file once per year, or when obvious changes occur.

G.S.A. ceases when - 1) Child returned to parents.

2) Marries or reaches age of 18 years.

Medical Services

Address: Medical Services Branch
501 Chancery Hall
3 Sir Winston Churchill Square
Edmonton, Alberta

Premiums for Alberta Health Care Insurance for all Registered Indians are paid by Medical Services. Each individual and family has a number and card which can be obtained from Medical Services Branch.

All costs for medical services including related costs such as travel and lodging should be referred to the nearest public health office or Medical Services Branch.

Service is then given on a needs basis in a variety of ways. E.g. Some bands receive funds from Medical Services in order to provide transportation to the nearest medical centre. Other band are able to get to centres relatively easy. Those individuals who are able to provide their own medical care are expected to do so.

Alcohol and Drug Abuse Treatment

Provided through a variety of Band Council administration programs.

Coordinated by Regional Advisory Board on Native Alcohol Abuse
501 Chancery Hall
No. 3, Sir Winston Churchill Square
Edmonton, Alberta
T5J 2C3

Dental Treatment

Emergency care to \$60 without prior approval. Treatments required beyond these costs require approval from Medical Services Branch. The individual dentist will contact Dental Officer - Medical Services.

Optical Care

Contact local Health Unit or Medical Services.

Prosthetic Appliances

E.g. - wheelchairs, artificial limbs, hearing aids including repairs -
Refer to Medical Services.

Burial Expenses

If a deceased person was in receipt of any form of Social Assistance at the time of death and was without resources, the Department will accept responsibility for the burial costs.

Funeral directors will provide the following burial services without additional charge to relatives or friends:

- (a) Transporting the remains to the funeral home.
- (b) Embalming and dressing the body in clothing provided by family and friends.
- (c) Supplying a casket not to exceed in cost the equivalent of Imperial Casket #3, Alberta Casket Co. #500, or Dominion Manufacturers Ltd. #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) Supplying 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) Provide chapel or church service, with the choice to be left to relatives of the deceased. The cost of church rentals, clergy fees, organist, soloist and newspaper announcements shall not be the responsibility of the Department.

- (h) Grave equipment, including grass and lowering device shall be supplied by the funeral director, if necessary. The cost of opening and closing of the grave shall not be the financial responsibility of the funeral director.
- (i) If the remains are to be transported to another centre for interment, or cremation, the total cost of burial services shall be in accordance with this agreement, except that additional transportation charges may be billed, subject to prior authorization from the District Office.
- (j) 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. Where additional mileage is incurred in providing burial services in accordance with this agreement, beyond the ten mile radius, additional mileage charges may be billed subject to prior authorization.

In cases where funds from the deceased person's estate are found, after the Department has authorized burial services in accordance with this agreement, burial costs will be recovered from the estate of the deceased. The District Office should ensure that these expenditures are treated as liens against the estate of the deceased.

The Department will make payments for burial expenses authorized under the agreement in accordance with the following:

1. \$375.00 for burial services provided to all recipients over one month of age;
2. 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;

3. Additional cost 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;
4. 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.
5. When mileage is incurred, outside the ten mile radius of the city, town or village in which the funeral director is established, the sum of 60¢ per additional mile for one vehicle only, subject to prior authorization;
6. Actual costs to the funeral home of transporting the remains from one centre to another for interment, or 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.

Friends and relatives may add to the amount provided by the Department by ordering a higher priced funeral. This change in policy will also apply to the costs of cemetery plots. The amount that the Department will authorize and pay remains the same, but friends and relatives may add to the amount for a higher priced lot. In addition, friends and relatives may assume the cost of transporting the remains to another town or province providing there are no additional costs to the Department.

In addition to the costs mentioned above, reasonable costs for opening and closing graves may be authorized. Costs of the cemetery plot which will usually be not more than 50% of the amount that would ordinarily be charged for the plot, may also be authorized.

The above costs will be charged to Activity 1220.

1 Sept./77

Canada ManpowerAdult Occupational Training Act

Training allowances are available to adults taking approved courses through the Canada Manpower Centre. Under provisions of the Adult Occupational Training Act, 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. This means that any person who has not attended school on a regular basis for any period of at least twelve months since he attained the regular school leaving age may be enrolled in an occupational training course.

Training under the Adult Occupational Training Act is made available in three ways:

- a) The person who is out of the regular school system for one year or who has gone as far as the legal age for leaving school (16) plus one year may be eligible for training in any specific course not to exceed one year which he is capable of taking and will assist him to a better position or better opportunity of orientation in the world at large. If this person has been a member of the labour force and has accumulated unemployment insurance benefits, he may draw on these benefits while attending the course.
- b) There is a basic training allowance of \$61.00 per week. This particular rate is paid to single students living with an employed parent. This rate is not applicable to students whose parents are in receipt of social assistance and in those cases the regular training allowance rates will be applied. A married student living with an employed spouse who is the chief wage earner of the family will also receive \$61.00 per week.

- c) All other students accepted by Canada Manpower will receive regular training allowances as per the schedule. If the student is receiving regular maintenance payments these will be considered and the rate of training allowance adjusted accordingly.

In all cases the course is not to exceed one year in length. This may be additional to a basic educational upgrading of up to fifty-two weeks to attain the required educational prerequisite. The person concerned does not necessarily need to be unemployed but he must have the ability to upgrade himself. The whole trend of the program is to bring about as complete an upgrading as possible of the work force.

Training, orientation or vocational preparation education courses will be given, provided they lead to a definite occupational goal. Office practice courses, personal service courses, etc. may be completed in the specified one year. Welding, carpentry, etc. are pre-employment courses, which are sufficient for the person to go to work as an apprentice. These persons who cannot qualify because of low education are provided with a course which upgrades them to where they can be accepted by the Apprenticeship Board.

Manpower Mobility Regulations

Under the provisions of the Manpower Mobility Regulations, a client may be transferred from an area in which his skill is not saleable to an area where there is a demand for his or her skill. The transfer includes the client, his family and belongings. If the client is convinced he can find employment in an area away from his immediate home, he may be allowed to go on an exploratory trip for a maximum period of one month.

Rates of allowance together with administrative details must be secured from the closest Canada Manpower Centre Manager who will advise the client of his entitlements and other regulations pertaining to mobility.

CANADA MANPOWER POLICYIntroduction

To assist in achieving and maintaining the highest possible level of productive employment, the Department's network of Canada Manpower Centres provides facilities by which people may find jobs and employers may find workers.

The purpose of this chapter is to focus on the essential activity behind this goal - effective placement, and to set out basic policy and the role of the CMC.

Objectives

To prepare the way for a re-orientation of the Department's traditional approach to placing people in jobs;

To set out the attitudinal and procedural changes required to achieve a dynamic and effective placement service attuned to the individual in need of assistance.

Policy

Placement services will henceforth be provided through a Manpower Delivery System featuring three distinct but complementary levels of service, to be known as Levels I, II and III respectively.

Level I will feature self-service for clients who are ready for work, qualified, willing and need only information about job opportunities. The vehicle to provide the information is the Job Information Centre (JIC).

Level II will deal with clients whose problems can be resolved by the Department's "main-line" programs and services e.g. placement, CMTP, CMMP, etc.

Level III will deal with clients who cannot be served by the Department's "main-line" programs and services, but who can be assisted by Outreach and LEAP activities, and specialized agencies, individual practitioners and community services external to the Department.

It should be noted that Levels I, II and III are not necessarily organizational divisions of the CMC but levels of service related to the intensity of client needs.

Complete descriptions of the three levels of service are contained in separate operations manuals.

Implementation

Although Regional Directors General will be responsible for the overall implementation of the program, they will be expected to provide local managers with the maximum possible flexibility to accommodate local variations in circumstances and to encourage and foster local initiative and innovation. The three levels of service will be expected to function in the following general ways:

Level I (self-service)

- a. Registration will only be required if a client is to be referred to employment, and only "tombstone" data will be recorded.
- b. The client is directed to the "Job Bank", the Employment Opportunity Library, the Training Open File, all of which place the emphasis on self-service.
- c. Provision is made for invoking Levels II and III through the use of a "monitor" counsellor, who is also able to clear up any issues raised by clients at Level I.

Level II (Assisted Service)

- d. Clients directed from Level I or referred from outside sources are served.
- e. Full registration is carried out.
- f. Services provided include counselling to develop career plans, vocational counselling, testing (vocational and aptitude), selected referral to employment (certain kinds), or departmental programs (CMTF, CMMP, CMTJP, etc.)
- g. The immediate and ultimate objective is placement.

Level III (Special Programs)

- h. Clients directed from Levels I or II, or referred from outside sources, who need more comprehensive assistance (because of physical, social, cultural, or attitudinal disadvantages) are served.
- i. Full registration is carried out.
- j. Services provided include specialized counselling and diagnostic services, from outside agencies and specialized practitioners if necessary.
- k. Level II service (as appropriate).
- l. Referral to a last resort financial or rehabilitative measures, after joint assessment with appropriate agencies.

Clients must always be advised that where they require Manpower services, this must not be assumed but should be discussed with a counsellor or the Manager of the local Manpower Centre.

Alberta Vocational Training

Alberta Vocational Training provides vocational training for those persons not covered by the services of the Canada Manpower Centre. Under normal circumstances such persons must be 17 years of age, but consideration will be given to younger unmarried mothers and teenage wards. For persons just out of the regular school system the permission of the student counsellor or school principal is required. There is an active academic upgrading program. The training and educational facilities of Alberta Vocational Training may be purchased by the Federal Government in carrying out the Manpower program. Allowances are subject to continuing change. Therefore, the appropriate allowances which a client may expect should be confirmed through the local Canada Manpower Centre.

24.

OLD AGE SECURITY PENSION

Address: O.A.P. Office
Manulife Bldg.
10055 - 106 Street
Edmonton, Alberta
T5J 2Z6

- 1) The Old Age Security Pension is a monthly benefit paid to all persons over 65 years who meet the residence requirements and have proof of age. The pension is adjusted every 3 months in line with the consumer price index.
- 2) An O.A.S. pension cannot be paid until an application is made and approved. The person should apply 6 months before 65th birthday. Forms may be obtained from any District Office.
- 3) Payment normally begins the month following that which one meets the age and residence requirements.
- 4) Payment on behalf of a pensioner. A pensioner whether living at home or in an institution has the right to receive his own pension cheque if he is capable of handling his affairs.

If, however, a pensioner is considered incapable of managing his own affairs, the pension may be paid to any agency or person who is required to account annually for the expenditures.

- 5) An O.A.P. may receive a Guaranteed Income Supplement if he receives OAP and only a limited amount of income. An application form is sent to an O.A.S. pensioner with guide to application. If he receives G.I.S., he automatically receives Alberta G.I.S.
- 6) Spouse's allowance. The spouse of an Old Age Pensioner may be eligible for an allowance if that person is between the ages of 60-65. Payment of the allowance is based on the combined income of the couple.
- 7) Supplementary assistance may be available from the appropriate Welfare services office (including Indian Affairs) under C.A.P. An example of this would be nursing home residents.

N.B. O.A.P. living on reserves generally have sufficient income from O.A.S., G.I.S. (Federal and Provincial), and private income.

It is the duty of welfare administrator to advise individuals and refer to O.A.S. departments in order that they may receive the pension and supplements appropriately. The O.A.S. Department has officers who will follow through and make home visits if necessary.

CHILD WELFARE MANUAL

ALBERTA REGION

CHILD WELFARE
ALBERTA REGION
REGULATIONS

PROVINCIAL CHILD WELFARE ACT 1966

Indian people living on reserves, Crown land or any municipal corporation in Alberta are subject to all the provisions of the Child Welfare Act. This is confirmed by Section 87 of the Indian Act Canada.

Legal Position

The legally constituted authority for Child Welfare in Alberta is contained in the Child Welfare Act, 1966. The Act authorizes the Director of Child Welfare to carry out the provisions of the Act.

The Department of Indian Affairs and Northern Development does not have any legal right or authority in the field of Child Welfare.

Moral Position

Although the Department of Indian Affairs and Northern Development has no legal authority, the Department does accept a moral responsibility. As such, it has provided Child Welfare service to Reserves.

Policy Statement

In an effort to support Indian families raising children on Alberta Reserves the Department of Indian Affairs and Northern Development purchases Child Care Services from the Province of Alberta through its Social Services and Community Health Department. In so doing the Federal Government maintains moral responsibility to enable the service to take place by making available the legal facilities and resources of the Province to the Indian parents of Alberta.

Band Council Responsibility

The Band Council likewise has a moral, but no legal responsibility for Child Care on their Reserve. The Band Council may exercise, or use this moral responsibility by ensuring, to the maximum of their ability and resources, that the Reserve is a healthy community for children to grow to adulthood. Many Band Members and Leaders are concerned about children being placed away from the Reserve. This does not have to continue and can only change if the community respond by developing services and individuals respond by offering their services.

Child Neglect Situations - The protection and apprehension of children in neglect situations is a Provincial responsibility under the Director of Child Welfare. This position receives authority under the Province of Alberta Child Welfare Act.

One Indian Band only in Alberta is authorized to provide this service at the reserve level by a special Federal/Provincial Agreement. There are many separate programs in the Child Welfare Branch which may be used by all residents of Alberta including Indian Reserves, designed to deal with the complex needs of children and families.

These programs include:

- a) Custody by agreement
- b) Care neglected children - Wardship
- c) Repatriation of runaway children
- d) Handicapped children service
- e) Service to unmarried mothers

Department of Social Services & Community Health Regional Offices are located near most reserves and their staffs may be used for consultation and liaison. Indian Affairs Social Services department and Band Council Social Services departments are available for liaison and consultation on child welfare matters and in addition operate the following programs -

Guardian Social Allowance (See Social Assistance Manual)
Custody by Agreement (non-ward care)

Other programmes under the supervision of the D.S.S.C.H. are provided and charged back to Indian Affairs on a per diem cost basis.

Philosophy

Regardless of where the service is supervised, it is necessary to develop workable guidelines and limits.

- 1) Most children are best cared for in their own homes and parents have the responsibility to provide and care for their children in their own way. However children also have rights to reasonable opportunities to provide for their emotional and physical development.
- 2) Indian Affairs Department or the Child Welfare Branch will not interfere until every resource in the community has been used in order to alleviate the problems. This means that Indian communities are able to provide (with both departments assistance) services for children so far as they are willing to realistically examine and develop services.

- 3) When it becomes evident that the child's needs are not being met, the Superintendent of Social Services, Indian Affairs should be consulted in order to try to arrive at a solution before involving legal child welfare authorities. The Provincial Child Welfare Department have the legal authority and responsibility to intervene on behalf of the children when all other measures of prevention have failed.
- 4) The situation must be interpreted in the context of the social environment in which it occurs - Parental neglect is a symptom of previous malfunctioning and inadequate training rather than premeditated neglect behavior.
- 5) When it is necessary to remove children from their homes, every attempt must be made to keep siblings together. Working relationships must be developed with parents/guardians with a clear understanding of what is required in order to re-unite the family in the shortest possible time with continuing supportive services until the family are secure. Most people will respond when firm and responsible expectations are made of them.

Role of Indian Affairs - Regional Office

Functional supervision of District Office Social Service Staff.
 Advise re programme development.
 Liaison with Prov. Welfare Authorities in the development of new programs.
 Administration of accounts for all children in the Province under care of Provincial Child Welfare.

Role of District Offices in providing child care services

Guardian Social Allowance Programme (See Social Allowance Manual).

No direct supervision or legal authority beyond that of qualification for the service and financial accountability. This programme does not absolve the parents of financial responsibility and this must be discussed in accordance with the ability to contribute. The program will not normally be used in cases of child neglect.

Custody By Agreement -

- 1) This is an agreement between parents or guardians and Indian Affairs to provide care for a child outside of his own home in circumstances where the family are not able to provide the care for a temporary period.

E.G. - a) the parent/parents are undergoing medical or rehabilitation treatment

- b) the child requires special treatment that cannot be provided in his own community
 - c) an unmarried mother in process of decision regarding possible surrender
- 2) The parents/guardian must be encouraged to assist in planning for the child and will be expected to keep in touch at all reasonable times.
 - 3) Agreements are made for six months only and must be reviewed at least at the end of that period. The agreement may be extended for a further six months.
 - 4) This program will not be used -
 - a - in cases of neglect
 - b - where parent/parents have relocated outside the Province, except where parent/parents are institutionalized
 - c - where the parents show no interest or do not cooperate in the planning

Social Workers must confer with their Superintendent - Social Services or Regional Office for advice when children appear to be abandoned by parents/guardians when a decision will be made regarding the advisability of referral to Provincial Director of Child Welfare as a neglect situation. The preferred placement will be on the child's home reserve.

- 5) Children will not usually be placed outside the district office boundaries of the home reserves.

If this becomes necessary a referral must be made to Sup. Social Services at the district office where the placement is made and if possible in the same area in which the parents reside.

- 6) Custody by Agreement is automatically terminated on the day the child is
 - a) returned to the parent
 - b) reaches age of 18 years
 - c) marries
 - d) enters institution for extended period

Documentation:

Child Placement Form - This is your authority and request to Finance to pay for service.

7) Confidentiality

This is an intimate area of family life and must be carefully respected. All disciplines are morally and legally obligated to ensure confidentiality when passing information between other disciplines in planning or in the practice of case work with families. Care must be exercised that only relevant and essential information is shared for the benefit of that family.

Repatriation of Runaway Children

This is normally a responsibility of Provincial Child Welfare Authorities but district offices of Indian Affairs are most often solicited for information and also are often required to arrange the repatriation.

An Alberta juvenile runaway may be apprehended by police authorities. The Police have the responsibility of returning the child home. This can best be done by the police informing the parents who are asked to provide escort and transportation home. Only where the police run into complications or refuse to be involved will either Provincial, Indian Affairs Offices or Band Social Services offices become involved. In such instances it will be referred to the office closest to the juveniles home.

If the runaway is a ward, repatriation is clearly a Child Welfare responsibility.

Handicapped Childrens Services

Government of Alberta gives emphasis to special services for the physically and emotionally handicapped children and adults. In keeping with the philosophy of good social work practice every effort will be made to provide these services from the home and community setting. Referral can be made by Indian Bands to Indian Affairs social services and Department of Health and Social Development authorities, for consultation and planning for individuals requiring special care or in the development of other community services.

Apprehension of Child of Indian Status

See D.S.S.C.H. Child Protection Manual, page 3.

Legal apprehension procedure Provincial Child Welfare under the present situation of divided Federal/Provincial jurisdiction.

- 1) Initial reporting to Provincial Child Welfare Authorities is the responsibility of the District Superintendent Social Services - or the Band Social Services Authority. Should a private person make a complaint these people should be involved.
- 2) The Provincial Regional Office worker on being informed of the situation will consult the above noted people and if possible RCMP to determine -
 - a) whether anything can be done to alleviate the situation
 - b) whether authoritative action is necessary at the community level which will include temporary placement.
- 3) Although R.C.M.P. have the authority to apprehend this should be avoided. If the situation is critical, Provincial Social Worker may apprehend, Central Office and the Band Council being advised as soon as possible by telephone, if necessary.

The supervising social worker will prepare all the necessary documentation which includes agreed accounting information to facilitate charge-back for service to Indian Affairs. These accounts are processed through Regional Office, Indian Affairs - Alberta.

N.B.: Good community child welfare practice and programming will alleviate apprehension procedures. Social Services department should encourage Indian Bands in the development of community services such as foster homes.

Reporting of Child Battering

Report to District Superintendent, Social Development

or

- Regional Offices, Dept. of Social Services & Community Health
- DSSCH - Central Office

Adoption

The traditional Indian cultural practice of adopting children by declaration does not give sufficient protection for the child. Therefore, Indian Bands and individuals should be advised to apply for legal adoption for the following reasons:

- 1) It is necessary for the child's status to be recognized fully.
- 2) Protection of child in case of family disputes over custody.
- 3) Legal decisions and authority in such cases as permission for surgery and medical treatment.

All applications to adopt children shall be made through the nearest office of Department of Social Services and Community Health.

Out of province applications to Central Office - Edmonton.

Contacts:

- | | |
|------------|---|
| Lethbridge | - Dept. of Social Services & Community Health
515 - 7 Street S.
Lethbridge, Alberta T1J 2G9 |
| Calgary | - 406 - 16 Avenue N.W.
Calgary, Alberta T2M 0J2 |
| | - Executive Place Building
727 - 6 Avenue S.W.
Calgary, Alberta T2P 0V1 |
| | - No. 500, 1520 - 4 Street S.W.
Calgary, Alberta T2R 1H5 |
| Edmonton | - 11713 - 82nd Street
Edmonton, Alberta T5B 2V9 |
| | - Centennial Mall
170 Street & Stony Plain Road
Edmonton, Alberta T5P 4B5 |
| | - Westmount Regional Office
11016 - 127 Street
Edmonton, Alberta T5M 0T2 |

- St. Paul - Dept. of Social Services & Community Health
Box 1452
St. Paul, Alberta TOA 3A0
- High Prairie - Box 849
High Prairie, Alberta TOG 1E0
- High Level - Mail Bag No. 400
High Level, Alberta TOH 1Z0

LEGAL GUARDIANSHIP may be considered where adoption cannot be effected. This is not a Family Court matter. In Alberta, application is made through Supreme Court and may be initiated by the individual.

Preamble:

Grandparents and others often assume guardianship of children which may extend for many years or permanently. In some cases, legal parents may claim the children after the unofficial guardians have invested much care in the child. Sometimes it is to the detriment of the child to be moved.

In order to avoid this type of hardship, grandparents and others should be advised of guardianship procedures.

Application (Appended)

- 1) An application to the appropriate District Court, addressed to Clerk of Court, with duly signed affidavit.
(A minimal cost of \$7 will be payable by the applicant).
- 2) The Judge may order advertisement of the Application for Guardianship.
- 3) The applicant will be informed of the court hearing date.

District Courts:

Peace River
Grande Prairie
Edmonton
Vegreville
Wetaskiwin
Red Deer
Calgary
Drumheller
Hanna
Lethbridge
Fort Macleod

APPLICATION FOR PROBATE ADMINISTRATION
OR GUARDIANSHIP

In the Surrogate Court of Alberta,
Judicial District of

In the matter of the estate of
late of deceased.

Or

In the matter of
the infant children of late
of deceased.

I, of the
of, in the Province of Alberta
(here state the occupation and status of the applicant, e.g.,
"executor of the will," or as the case may be) hereby pray
for a grant of probate of the will (with codicils, if any) (or
"for letters of administration of the property", or "of the personal
estate and effects of the deceased", or "for letters of guardian-
ship of estates of (or) the persons of the above named infants)
of the deceased, (or as the case may be).

Dated, this day of 19.....

F I A T:

Let Probate issue as prayed
or (Applicant and P.O. Address)
Let the Grant issue as prayed

..... Solicitor for A.B., the appli-
Judge of the Surrogate Court cant, and P.O. address of each.

Dated at this day of
A.D. 19.....

AFFIDAVIT OF APPLICATION FOR GUARDIANSHIP

In the Surrogate Court of Alberta,
Judicial District of

In the matter of the guardianship of the infant child (or children) of C.F. (full names of deceased), deceased.

I, (name in full), of the of
..... In the
make oath and say:

1. That A.B., late of In the
Province of (occupation)
died on or about the day of, 19... at
..... and at the time of his
death had his residence at in the
Judicial District of (If his
residence was outside Alberta, add: "but had, at such time property
in the Judicial District of
in the Province of Alberta") and resided during six years im-
mediately preceding his death at the following places:

2. That the deceased died a widower (or as the case may be)
leaving surviving him natural and lawful infant child(ren) whose
full name(s), present address(es) and birth date(s) are as follows:

- 1.
- 2.
- 3.
- 4.

3. That the required notice of intention to be appointed guardian
has been given (or as the case may be); that I am of the full age
of 13 years and am the paternal uncle (or as the case may be),
of the infant(s).

*Note: If there is a nearer relative than the applicant the reason
why he does not apply should be deposed to.*

4. That the deceased died intestate (or as the case may be), and
without having appointed a guardian of the infants.

5. That the fair market value of the property of the deceased,
which he in any way died possessed of or entitled to, and to which
the infants are entitled is under \$ and that full
particulars and a true appraisal of all the property are set out
herein.

6. That I will, if I am appointed guardian, faithfully perform
the duties of guardianship, and that I will, when my ward becomes
of the full age of 18 years, or whenever the guardianship is deter-
mined, or sooner, if thereto required by the Surrogate Court, or
by a judge thereof, render to my ward or to his executors and
administrators a true account of all goods, moneys, interests, rents,
profits, property or other estate of my ward which shall have come
or which might but for my default have come into my hands or
possession or under my control, belonging to my ward, deducting
therefrom and retaining a reasonable sum for my expenses and
charges as shall upon an audit of my accounts be allowed by the
court or a judge.

7. That to the best of my knowledge, information and belief no
other application for a grant of letters of guardianship of the
estate or person of the infant (as the case may be), has been made.

Signature

SWORN before me at the _____ of _____

in the Province of _____ this _____ day of

_____, 19____

Witness

Commissioner for Oaths

Unmarried Mothers

Definition of Terms:

UNMARRIED MOTHERS - A female of any age who is pregnant or has a child out of wedlock.

PUTATIVE FATHER - A male who is not married to the mother of a child is legally so defined, if he is the "person alleged to have caused the pregnancy".

The Department of Social Services and Community Health "is fully responsible for any of the following services to unmarried mothers in the Province of Alberta who request same". (See Child Welfare Manual DSSCH 10. p. 1)

However, there are some differences in practice because of the divided Provincial/Federal jurisdiction.

1) Financial assistance

The unmarried mothers may be eligible for financial assistance in the usual way. Aid may be granted commencing the last 3 months of pregnancy and continued as long as is required.

The social worker who is counselling will also be responsible for arranging financial assistance.

- a) Financial assistance for Indians resident on reserves or Crown Land will be provided by Band Social Services sections or District Office of Indian Affairs.
- b) Off-Reserve if the woman has established residence and has been self-supporting, she should be referred to the Provincial Welfare Office nearest her home.
- c) Department Health and Social Development will not generally accept a woman for service who has not been self-supporting, in this case she is judged unemployable and must apply to District Offices of Indian Affairs.

2) Services related to maintenance and maintenance recovery may be provided through D. S.S. C. H.

3) Private Residence Wage Homes

Offices often receive requests from individuals to have unmarried mothers reside in their homes during pregnancy. Wages vary -

\$100 per month plus board and room for baby sitting and light housework.

4) Maternity Homes

Woodside Home - 10107 134 Avenue, Edmonton T5E 1J2
 Hillhaven Home - 1340 - 8th Avenue N.W. Calgary T2N 1B8
 Providence Centre - 5232 - 4 Street S.W. Calgary T2V 0Z4

Application may be made direct to the home or through the appropriate D.S.S.C.H. offices.

5) Unmarried mother of 16 yrs. or over wishing to remain in their own homes will be assisted through the appropriate social services offices.

6) Counselling Services

Unmarried Mothers will vary in their ability to cope with their situation. It is the social workers responsibility to assess and develop reasonable planning with the girl for the future of herself and child which will include -

- 1) Adequate medical services
- 2) Accommodation
- 3) Financial responsibility to include putative fathers responsibilities
- 4) Future plans for mother and child to include family planning
- 5) Relationship with family, community, putative father

Appeals in Child Welfare Matters

Parents or Band Councils wishing to appeal decisions in child welfare matters should understand their next contact after the social worker is the Regional Administrator of the Provincial Child Welfare Office, or the District Superintendent of Social Services in the case of Indian Affairs placements. If satisfaction is not obtained, further appeal can be arranged through to higher authorities.

Medical Services

Are provided through Alberta Health Care Insurance - premiums paid by Medical Services Branch, Chancery Hall, Edmonton.

The woman is free to attend any doctor of her choice in addition:

Health Units are available either on reserves or near reserves with visiting doctor services in some cases.

Hospitalization - covered by A.H.C.I.C.

Administration of Insurance Premium - Medical Services Branch.

MAINTENANCE PAYMENTS AND SERVICES PROVIDED FOR CHILDREN IN CARECUSTODY BY AGREEMENT

Custody by agreement means - See Pages 2 - 3 this manual

Maintenance rates are all inclusive to allow foster families to budget for the child's total needs.

Through federal legislation, a special allowance may be paid in lieu of Family Allowance to a recognized child caring agency when a child is taken into care. This money is to be applied to the maintenance and care of the child.

The Provincial Dept. of Child welfare receives "special allowance" for all children including Registered Indian children in their care and base their rates for care on full maintenance.

Indian Affairs for many administrative and philosophical reasons does not receive "special allowance" and therefore "Family Allowance" continues to be provided for the child. The Family Allowance rate must then be deducted from the maintenance rates provided.

Maintenance rates

0	-	1 yr.	\$4.50	per	day	total	maintenance
2	-	5 yrs.	\$5.15	"	"	"	"
6	-	8 yrs.	\$5.60	"	"	"	"
9	-	11 yrs.	\$5.90	"	"	"	"
12	-	15 yrs.	\$6.35	"	"	"	"
16	-	18 birthday	\$7.20	"	"	"	"

Family Allowance rates

To be deducted from above.

0	-	6 yrs.	\$19.40
7	-	11 yrs.	\$24.60
12	-	15 yrs.	\$32.30
16	-	17 yrs.	\$36.00

Annual Clothing Allowance

Clothing allowance, which is included in the monthly total maintenance rate, has been determined as follows: through to a twelve-month period:

<u>Age of Child</u>	<u>Total</u>
From 0 through 1 year	\$137.00
From 2 through 5 years	\$137.00
From 6 through 8 years	\$165.00
From 9 through 11 years	\$165.00
From 12 through 15 years	\$219.00
From 16 through 18 years	\$275.00

Additional Fall Clothing Allowance will be paid in July of each year as follows:

<u>Age of Child</u>	<u>Total</u>
From 2 through 5 years	\$32.00
From 6 through 8 years	\$37.00
From 9 through 11 years	\$37.00
From 12 through 15 years	\$45.00
From 16 through 18 years	\$63.00

A Fall Clothing Allowance is not paid for infants 0 through 1 year as children in this age group require more clothing on a monthly basis, rather than specific items in the fall.

On Placement

Every effort must be made to have the parents transfer the child's clothing and other necessary items to the new home.

It will be the social worker's responsibility to see that the child has adequate clothing. The social worker may make an initial allowance as required, after which time the all-inclusive maintenance should suffice.

Special Rates

Where it is determined that the child suffers from a severe handicap, mental retardation and/or severe emotional behaviour, consideration may be given for a special rate to be paid over and above the regular rate. These rates are determined by the level of care required for the child and the demands made on foster parents. These rates are recommended by the Social Worker and subject to review from time to time.

Education - refer to Education Dept.

Medical Care - All Registered Indians are covered under the Alberta Medical Plan. Foster parents are provided with medical number and use the appropriate service which may be:

- through foster parents doctor
- Health Unit in the community
- special clinics at hospital

Dental Care - Emergency work may be performed by providing dentist with Medical care number and bill sent to Medical Services, at the following address:

Medical Services Branch,
401 Toronto Dominion Tower
Edmonton Centre,
Edmonton, Alberta.

or the local Indian Affairs Health Unit.

Elective Treatment - e.g. Orthodontic or other extensive dentistry - dentist should be advised to confer with Indian Medical Services.

Administrative Procedures and Documentation

- 1) Assessment of situation. - After all simple measures such as provision of Homemaker Services, care with relative have been excluded, discuss the provision and requirements related to custody by agreement with the parents/guardian.
- 2) Fill out Initial Child Placement Form IA294. If insufficient documentation on this form, append further report - copy to Regional Office.
- 3) Consent of Parent to Foster Home Care - Form IA 199
- 4) Arrange payment on continuing basis.
- 5) Control case as required to include: Contract with parents/guardian
Contract with child and foster home

Review case at least every six months with further justification if extended foster care is required.