



Kitigan Zibi Anishinabeg

SOCIAL ASSISTANCE POLICY

November 1st, 2002

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INTRODUCTION

This policy is a consolidated version of rules and procedures from the Income Security Manual and that is subject of the Department of Indian and Northern Affairs Canada guidelines with regard to Social Assistance. This policy also takes into account the directives and general practices of the administration that would enable band members to benefit from other types of assistance.

This policy shall serve to simplify and assist both the Kitigan Zibi administration office and its measures, as well as, the eligibility requirements, entitlements & obligations for the Kitigan Zibi Anishinabeg band members who reside on-reserve territory.

1.0 Definitions

For the purpose of this Social Assistance Policy;

LAST RESOURCE-FINANCIAL ASSISTANCE

Social assistance is a last resort financial assistance to help community members who are unemployed and have no other financial means to meet that person's individual and family essential needs. As a last resort, social assistance can be issued to an independent adult or to a family.

INDEPENDENT ADULT

An independent adult is a person other than a dependent child. The independent adult is defined as an adult who has no spouse or dependents, and who is the legal age of majority which is (18) years of age and over.

An independent adult who is of the legal age of majority and resides with their parents is also eligible to receive social assistance separate from their parents. Therefore, the independent adult's parents income will not be taken into consideration when applying for social assistance.

MINOR

Minors are normally ineligible for last resort assistance as independent adults. However, at times, social assistance may be granted to a minor who either has obtained independent adult status by a court judge or by marriage. In addition, assistance may be granted to a minor who has formed a family with a dependent child of whom he or she is the father or mother. The minor who gives birth to a newborn child is also considered an **"independent adult"**.

Should the minor who has a dependent child live with his/her parents, the minor living with their parents will be considered as a separate family from their parents and therefore receive a separate social assistance cheque. In other social and legal circumstances, social assistance payments may also be decided differently by a court of law or by the Director of Youth Protection.

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FAMILY

A family consists of an adult with children who are his/her dependents, or spouses who live common-law or married with no dependent children.

SPOUSE(S)

Spouses are defined as two persons who live together and share the same fixed mailing address. In addition, spouses are persons who live together and/or are the parents of the same child(ren) or legal dependents.

DEPENDANT

A dependant is a minor child who is unmarried or who has not been legally granted independent status by a court of law or by marriage, and is not the parent of a child in his or her care. If the parents are divorced or separated, a dependant child shall form part of the family of the parent who has been awarded custody by a court judgment or by written consent/agreement between both parents.

A dependant is also a child of legal age of majority attending an educational institution who has no spouse and is not the parent of a child in his or her care. Normally, a dependant of full age can be defined as one who depends for his/her subsistence on a father, mother, brother, sister, aunt, uncle or grandparent or another adult who acts as custodian by virtue of a court judgement.

DETAINEE

A detainee means any person who is physically incarcerated in a house of detention, half-way house and/or who is serving a prison sentence. A detainee is ineligible for social assistance.

A person on probation is eligible for social assistance.

A person on day parole is not eligible for social assistance. Such a person is not completely released or his/her prison term has not been fully served.

STUDENT

Under the social assistance interpretation manual, students are ineligible for social assistance. Student(s) is/are defined as an adult person over the age of eighteen (18) who lives with his/her parents, guardian, aunt, uncle, etc. Thus, student(s) are deemed to be “dependant”.

Notwithstanding this interpretation, Kitigan Zibi Administration may assist registered band members who have returned from full-time studies during summer recess and is unable to find work, and who live as a dependant on reserve while pursuing high school, academic upgrading, post-secondary or professional education.

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VICTIM OF VIOLENCE

A victim of violence can normally be viewed as either spouse, a spouse with a dependant child. Such cases can either be recognized as an adult who personally takes refuge or to be institutionally admitted to shelter. Institutional admittances are recognized by a court of law or by Health and Social Services intervention.

A victim of violence is also recognized as a person as having a temporarily limited capacity for employment, and therefore, may be entitled to social assistance allowance.

BASIC BENEFITS

The monthly basic benefit is the minimum amount of assistance to which an independent adult or a family may be entitled.

Basic benefits entitlements vary according to individual or family essential needs.

TEMPORARY LIMITED CAPACITY FOR EMPLOYMENT

An adult may be found to have a temporary limited capacity for employment or have temporary functional health and mental limitations as recognized by a physician, as a result, is unable to work. “Temporary limited capacity” is normally recognized within a given time frame eg. six months as prescribed by a physician etc.

Victim(s) of violence and an individual having a medical attestation by a physician are deemed to be recognized as having a temporary limited capacity for employment, and therefore eligible for social assistance.

SEVERELY LIMITED CAPACITY FOR EMPLOYMENT

A medical report by a physician recommending that the applicant has a severe and/or long-term loss of physical and/or mental autonomy and is unable to join the workforce. Persons defined as having a severely limited capacity for employment may be entitled to social assistance allowance, if they have no other source of revenue to sustain themselves. DIA guidelines list the medical conditions that warrant and/or categorize severely limited capacity to employment.

SHELTERED ADULT

A sheltered adult is a person who has been admitted to a residential and long-term care centre, hospital care, a rehabilitation centre for the physically disabled persons, a rehabilitation centre for the mentally disabled persons, and a drug rehabilitation centre , as well as, a shelter for victims of violence.

The term sheltered adult refers to those persons who have been admitted under the care of Health and Social Services and/or by court judgement.

A sheltered adult can also be defined as an individual who has admitted himself/herself under his/her own accord as in cases of social recovery. Proof of admission into such a shelter will be required.

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COMMON-LAW COUPLES = MARRIED COUPLES

A common-law spouse relationship exists when two (2) people live as a couple within the same household and/or as a family unit, and declares that person to be his/her spouse and continues to live with that person as if that person were his/her spouse. If either person is working or collecting employment insurance, and that is equal or higher to that of social assistance rates they would normally receive under the program, the wife/husband or couple is not eligible for social assistance.

Common-law relationships and married couples are treated equally, and no spouse in a given household may receive social assistance if the total family income exceeds the maximum amount normally received under the social assistance program for their family situation.

Various modes of verifications will take place to confirm common law status and/or married status.

FRAUDULENT CLAIMS

An individual who has knowingly, but did not report that he/she is receiving social assistance:

- a) while receiving social assistance elsewhere,
- b) while employed elsewhere,
- c) while an individual is receiving EI benefits,
- d) while receiving a training allowance.
- e) while receiving CSST, group insurance or other insurance dollars, alimony and/or social security.
- f) living as a married/common-law couple and whose combined income exceeds the amount allowed under the social assistance program.

OVERPAYMENTS

Overpayment may be defined when a situation occurs when an individual who receives social assistance, while receiving monies elsewhere such as training dollars. Such an incidence like this may occur simultaneously, therefore, “overpayment” may not be necessarily regarded as a “fraudulent claim”.

However, if an individual refuses to notify a change of status, “overpayments” may be viewed as fraudulent.

CHANGE OF STATUS

An individual on social assistance who immediately neglects or refuses to advise the social assistance administrator/director(s) in her/his change of employment status. Change of status can also be viewed as marriage, receipt of a training allowance, attending an educational institution, other situations that allow an individual access to other revenue to sustain themselves.

SEARCH FOR EMPLOYMENT

All healthy persons on social assistance are expected to continually search for employment or improve their education or training skills to allow access to available employment in the region.

2.0 Application of Policy

This policy applies to the Kitigan Zibi Anishinabeg. The Community Services Director and/or the administrator are mandated by the Band Council to ensure to the implementation and observance of this policy through any forwarded amendments from the Department of Indian Affairs to the band administration office.

3.0 Effective Date

This policy pertains to the social assistance program and shall be reviewed before the end of each fiscal year.

4.0 Amendments

Any modification or amendment to this Social Assistance Policy is subject to the approval of the Kitigan Zibi Anishinabeg Band Council by resolution.

5.0 Eligibility

1. Social assistance may only be given to resident Kitigan Zibi band members who meet social assistance eligibility criteria outlined in this policy.
2. Social assistance may be paid to a Kitigan Zibi Anishinabeg member who is living with a spouse who is a status member from another reserve who make up a family unit, if eligible, may receive social assistance for their family unit. Payment will only be made in the name of the Kitigan Zibi Anshinabeg band member.
3. Subject to the availability of funds, students who have just finished full-time studies for summer recess and are unable to find employment, and who are 18 years of age and over, may be eligible for social assistance.
4. Social Assistance will not be issued to band members living outside of the community. A band member must reside on reserve a minimum of 10 consecutive days in order to be eligible for Social Assistance, otherwise a delay may occur.

5. Subject to the availability of funds, students who attend high school full-time and who reside with their parents, and who are 18 years of age and unable to find work, may be eligible for social assistance.
6. Single mothers (who are not living in a common-law situation) and who are under the age of 18 years, may be eligible for social assistance.
7. Social Assistance may be issued to a recipient for the month in which the recipient is to commence employment within that month. The recipient is eligible as long as their employment commences after the 1st of the month. (eg. The recipient is scheduled to commence work on Sept. 3rd, then the recipient is eligible to receive a social assistance cheque for September.)

6.0 Eligibility Requirements

The Administrator/Director shall perform a verification check upon application. A minimum of 7 out of 15 items shall be subject to examination.

1. **Quebec Medical Card**
 - Always required to make an application. If the applicant does not have one, then proof of application of a Quebec Medical Card shall be required.
2. **Quebec Driver's License**
3. **Permanent Mailing Address**
 - 3 forms of proof other than items on this list
4. **Bank Account**
 - most recent copy of bank statement
5. **T4 or Income Tax return**
 - for the current or previous filing year
6. **Lease Agreement (Rent)**
 - not to be signed by a mother, father, brother or sister
7. Name of Education Institution where child(ren) are attending
 - **proof of registration is required.**
8. Birth Certificate
9. Assets
10. **Social Insurance Number**
11. Marriage Certificate

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12. Separation agreement/Divorce Documentation
13. Proof of Return to school/training
14. Residency on-reserve
- at least 10 consecutive days before application, otherwise a delay may occur
15. Proof of receipt of family allowance

The highlighted verification points shall take precedence upon application

7.0 Non-Eligibility

1. Other First Nation members and Non-Natives

Subject to the terms of this policy, status band members from other reserves, as well as, non-natives living on-reserve are not entitled to social assistance notwithstanding 5.0 (2).

2. Registered Band members whose spouse or common-law spouse earns an income.

Registered band members whom are married, or live common-law, and which one spouse earns a monthly income equal or above the social assistance rates for the couple's situation will not be eligible for social assistance.

3. Social Assistance for Funeral Expenses

Since the advancement of the community's financial assistance of \$4000.00 to cover funeral expenses for Kitigan Zibi band members, no other assistance is provided under the social assistance program.

4. Residency

Band members who have lived on-reserve less than 10 consecutive days will not be eligible for Social Assistance.

8.0 Rights of the Recipient

1. Right to be Advised in Writing – Social Assistance Entitlements upon application for social assistance and at the time of the six (6) month review of the application

All applicants who apply for social assistance shall be informed in writing within five (5) days upon his/her application. Payment of benefits will commence from the date the application was received by the Social Assistance Officer. Under no circumstances will retro payments be issued to any recipient.

In addition, the administrator/director shall also conduct a re-evaluation every six months in order to determine if there were any changes to the file. The six (6) month review will be based on section 6 – eligibility requirements. All of the eligibility requirements in section six (6) shall be examined and/or subject to verification.

After the review, the applicant will be advised in writing concerning the status of his/her entitlements.

Should a “change of status” occur, it is the responsibility of the individual to notify the Administrator and/or Director(s) immediately. A penalty will be imposed, and an accounts receivable file shall be established until all overpaid monies have been repaid in full.

2. Parent on Social Assistance

A parent on social assistance (who has legal custody of a dependent) shall not be penalized for refusal of work or training before his/her child is the age of five (5).

3. Appeal Procedure

A recipient who feels unjustly treated by the Administrator in the service delivery of this program, the recipient may appeal in writing to the Community Services Director no later than five (5) working days after the decision or action which is being appealed has occurred. The appeal must be transmitted in writing to the Service Director explaining in detail the reason for the appeal.

Step 1: Within five (5) working days of the reception of the appeal, the Community Services Director shall review the situation in order to resolve the problem.

Step 2: If an appeal is warranted, the Community Services Director shall transmit in writing to the recipient the action to be followed.

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Step 3: The Community Services Director shall appoint an Appeal Committee within five (5) working days of the reception of the appeal. The Appeal Committee shall be made up of three (3) members. To avoid real or potential conflict of interests, one (1) member may be appointed from the Department of Indian Affairs, one (1) member from the province, and (1) one Director from the community. The appointed members of the Appeal Committee must not have direct family relationship or be closed friend with the appellant, as well as, the respondent.

A recipient who feels unjustly treated by the Community Services Director in the delivery of this program, the recipient may appeal to the Band Council no later than five (5) working days after the decision or action which is being appealed has occurred. The appeal must be transmitted in writing to the Band Council explaining in detail the reason for the appeal.

4. Access for Information –DIA Interpretation Manual

Every Kitigan Zibi registered band member has the right to view the DIA Interpretation Manual. He or she shall submit in writing a request to view pertinent material relating to social assistance.

Upon receipt of the written request, the administration office shall have up to (5) working days to retrieve any or all pertinent material requested. Under no circumstances, can the interpretation manuals be removed from the band administration office.

9.0 Obligations of the Recipient

1. Making an Application

All registered band members who reside on reserve may apply for social assistance if he/she has no employment and he/she has no other means to sustain their personal and family needs. It is the responsibility of the applicant to submit information upon request.

The applicant may be requested to submit documents such as medical or legal papers upon application.

2. Seeking Employment

Healthy social assistance recipients are expected to be responsible to continually seek employment and/or seek higher education and training to upgrade their skills in order to improve his/her employability skills. During the six month review of the application applicants may be called upon to provide written proof that they are actively looking for work.

The Kitigan Zibi Human Resources staff and the administrator/director shall jointly work together to assist all healthy social assistance recipients to improve his/her employability skills.

10.0 Separation/Divorce

1. Legal document

It is the responsibility of the spouse with the dependent children to provide the administrator/director(s) a legal separation document from a lawyer to show that application and proceedings have been taken.

There is an initial thirty (30) day period for the spouse to produce such a legal document.

The spouse/adult has ninety (90) days to produce legal documentation confirming the process of separation or divorce.

If the social assistance recipient does not submit a confirmation of legal proceedings for separation, divorce or child support, after ninety (90) days, social assistance may be cancelled.

11.0 Child Support/Custody

1. Legal document

It is the responsibility of the spouse with the dependent children to provide the administrator/director(s) a legal separation document from a lawyer to show that application and proceedings have been taken.

The spouse/adult has ninety (90) days to produce legal documentation confirming the process of separation or divorce.

If the social assistance recipient does not submit a confirmation of legal proceedings for separation, divorce or child support, after ninety (90) days, social assistance may be cancelled.

12.0 Social Assistance Advances/Loans

1. Bereavement

Social assistance advances will not be issued unless there is a situation involving death and bereavement in the immediate family only. When there is an incidence of death and bereavement, the full amount for social assistance may be issued.

Once this cheque has been issued, an individual must wait until the following month for his/her social assistance cheque.

For example: If John asks for an advance on social assistance due to death and bereavement on April 20th, then John will not receive a social assistance cheque on May 1st, he will receive his next cheque on June 1st.

2. No Other Exceptions

Under no circumstances other than those outlined in point 1 will there be advances in Social Assistance.

3. No Loans

Under **no** circumstances will any recipient receive a loan from Social Assistance for **any** reason. (Eg. Repairs, hydro, etc.)

13.0 Obligations of the Kitigan Zibi Anishinabeg

Administration Office

1. Conflict of Interest Referrals

To best serve the interests of Kitigan Zibi Anishinabeg members, every effort shall be made to avoid real, potential or apparent conflict of interest or nepotism. Therefore, when an individual band member makes an application for social assistance, and is an immediate family member of the Administrator or the Director, the Administrator or the Director shall refer the individual to another officer for assistance.

Immediate family is considered spouse, common-law spouse, father, mother, child, father/mother in law, sister, brother, sister/brother in law, child of spouse, grandparent, grandchild, aunt, uncle, niece, nephew or first cousins. If any doubt occurs with friendship, the concerned administrator/director shall declare close friendship and refer the individual to another officer for assistance.

2. Right to Request Information from Applicant

At the time of application, the applicant shall provide information and/or proof of documents when asked upon.

At the time of application, the applicant may be asked to sign a “waiver of release” in order to ensure that proper steps have been taken to track “double dipping” Social Assistance recipients from province to province or country to country.

3. Right to Review Application

1. WHO?

The administrator/director at the band administration office are the official officer(s) in charge to review any or all applications for social assistance.

2. NO-MAIL OUTS OR DIRECT DEPOSITS

All recipients must pick up his/her own social assistance cheque at the band office at the end of every month. Unless, a prior arrangement has been previously made with the Administrator.

No third party shall pick up a social assistance cheque provided the request has been approved by the administrator/director. The administrator/director are officially responsible for the distribution of cheques.

Absolutely no mail-outs or direct deposit of Social Assistance cheques shall occur.

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4. Penalties Imposed by KZA Administration

A) Cancellation of monthly cheque

A social assistance recipient who does not pick up his/her cheque after five (5) working days from the date of distribution, there will be an immediate cancellation of the monthly cheque.

The recipient must reapply for social assistance and bears the responsibility to submit any documentation and information upon request. The recipient has five (5) days to submit any additional information and/or documentation.

Upon re-application, the individual shall receive social assistance for the remainder of the month commencing on that date of re-application.

B) Social assistance may be recovered under the following:

- I) Over payments
- II) Fraud
- III) Change of status

The individual shall receive a written letter notifying him/her of recovery of social assistance.

C) Regular Follow-up – Employment Search, Upgrading, Training

During the six month review, the administrator/director(s) shall follow-up to encourage the applicant has and/or will pursue future employment/training and educational opportunities. At this time applicants may be required to provide proof of their active employment search.

All of the eligibility requirements of Section 6.0 of this policy shall be subject to a complete verification.

The Kitigan Zibi Human Resource Officer, the Administrator, and Director(s) shall work closely to assist healthy registered band members pursue training and skill developments and/or higher education.

D) Deduction of Social Assistance

If a healthy social assistance applicant refuses employment, training, educational opportunities, or is released from employment due to poor attendance or performance reasons, he/she shall have a \$75.00 penalty deducted from his/her social assistance cheque for a period of twelve (12) months.

If the applicant continually refuses employment, training or educational opportunities after the penalty has been imposed, they may have their social assistance cancelled for an indeterminate amount of time.

14.0 Confidentiality Code

The following Confidentiality Code shall apply to all Kitigan Zibi Anishinabeg employees:

1. Information contained in an employee's personnel file, student file, client's file, patient's file, Kitigan Zibi Anishinabeg registered member's file and victim's file shall be treated as confidential and shall not be disclosed without the written consent of the individually directly affected, in the form of a "Waiver for Release of Information".
2. All files affecting employees, students, patients, clients and victims are property of the Kitigan Zibi Anishinabeg community, and such files can only be destroyed with the written consent of the Band Council. The Service Directors and professional staff shall ensure that the access and handling of these files is controlled and that they are kept in a secure place under lock and key.
3. Distribution of social assistance cheques shall be handed out by the Administrator and picked up by the recipient only. No mail-outs will occur and no other individual will be entitled to pick up cheques on behalf of the recipient.
4. The Kitigan Zibi Anishinabeg Band Council and Service Councils and the Service Directors shall respect the rights of all Kitigan Zibi Anishinabeg registered members and employees to privacy. At all times, personal information given to a member of the Band Council or Service Council by an individual or by other means, shall remain confidential.
5. No one, including the Service Directors and employees, shall disclose information regarding medical, social service or police files without the written consent of the individual affected or by Court order.
6. In carrying out their work responsibilities, the Service Directors may release or transmit confidential information from one Service to another if such information is required to ensure efficient and sound management of the services and programs. Information required by Human Resources Development Canada or Employment Insurance purposes or general information required by funding agreements, funding agencies or other First Nations may be released by the Service Directors.
7. Anyone, director, employee or council member, who is confirmed responsible for disclosing confidential information without just cause or property authority may be subject to an investigation. If found responsible, and depending on the severity of the incident, a dismissal from his/her position may be warranted. This will be confirmed following a full investigation.
8. When an investigation is required, the Band Council shall appoint an Investigation Review Committee consisting of three (3) members of the community who are not involved in the disclosure nor related to the person affected. At least one (1) member of the Investigation Committee must have the same level or more of professional experience as the person being investigated. The decision of the Investigation Committee shall be final and may not be appealed at the community level.

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9. An investigation into disclosure of confidential information will only be initiated if a written complaint or request is made to the Band Council, no later than thirty (30) days after the alleged incident, by the employee or Kitigan Zibi Anishinabeg registered member directly affected.

15.0 Band Council Directives and/or Additional Assistance

The five (5) year agreement allows Band Council to exercise flexibility over the social assistance program. The administration office continues to assist band members as directed by band council in the form of band council resolution (BCR), directives or general practices in order to supplement job creation programs, and facilitate social assistance recipients to access the band's revolving loan program.

List of KZA flexibility arrangements outside DIA interpretation manual:

I Student(s)

Subject to the availability of funds, a student who is a registered band member and who is over the age of eighteen (18) shall be entitled to social assistance.

Subject to the availability of funds, a student who is a registered band member who resides with their parent(s) and who is over the age of eighteen (18) shall be entitled to social assistance.

Student(s) shall be subject to reviews etc.

II Waiting for Employment Insurance Benefits

Subject to the availability of funds, registered band members (married or common-law) who were employed within Kitigan Zibi and/or on-reserve and are laid-off of work shall be entitled to apply for social assistance for a two (2) week period only. If an individual enters a previous EI claim and then applies for a new claim they will still only be entitled to apply for social assistance for one (2) week period only.

III Extended Delay in Receipt of Employment Insurance Benefits

An applicant may be authorized to receive social assistance when a delay is experienced in receiving EI. However, this will only be considered after verification with the EI office supporting the applicants claim has been made.

In such cases, a contractual agreement must be signed by the applicant agreeing to reimburse the Kitigan Zibi Anishinabeg the amounts issued to the applicant once they start receiving their EI.

IV Married spouse or common-law spouse whose EI income is insufficient

Subject to the availability of funds, registered band members whom are married or live common-law, and which the combined family income is less than the social assistance rates they would receive for their family situation, may receive a top over from social assistance to the maximum allowable amount for their family situation. If the family is on EI only, the couple may apply for social assistance as a top over (to equal the amount they would normally receive through the social assistance program) to financially meet the family's essential needs.

Upon request, the individual must show proof of EI earnings or salary to prove insufficient income (income lower than social assistance rates).

V Sheltered Adults

Sheltered adults such as victims of violence, pregnant women, and individuals with a temporary limited capacity for employment, as well as, a severe limited capacity for employment may be entitled to social assistance. This will only be issued once proof of admittance into a shelter has been provided to the administrator.

16.0 Earnings

1. Upon application to Social Assistance, earnings for the month preceding the month of application **will not** be taken into consideration, therefore not reducing the first month's benefit.
2. Any earnings that are earned from the day that the first Social Assistance cheque is issued **will** result in a deduction in the preceding month's benefit. Depending on the applicant's family situation there is excluded income that will not be deducted from the recipient's cheque. Any earnings that goes beyond the excluded income amount for the recipients situation will be deducted dollar for dollar. Please see Appendix II for the excluded income amounts.
3. Social Assistance may be issued to a recipient for the month in which the recipient is to commence employment. The recipient is eligible as long as their employment commences after the 1st of the month. (eg. The recipient is scheduled to commence work on Sept. 3rd, then the recipient is eligible to receive a social assistance cheque for September.)

17.0 Sharing / Not Sharing a Dwelling

1. In order to receive the benefit for not sharing a dwelling the applicant must produce copies of rent and utility bills proving that they are maintaining a household. In order to be eligible all utilities must be in the recipient's name. (eg. hydro, cable, phone etc.)
2. If a recipient cannot produce any of the abovementioned documents proving they are maintaining a household, then the recipient will be categorized as sharing a dwelling.

18.0 Limited Capacity for Employment

(Temporary and Severely)

1. In order to receive a temporary limited capacity for employment (TLCE) or severely limited capacity for employment (SLCE) benefit, a medical report must be completed by the recipient's physician. This form must be submitted before the recipient may receive the TLCE or the SLCE benefit. This form can be obtained from the Social Assistance Officer.
2. A temporary limited capacity is when the limitations to employment are temporary and the diagnosis is reversible and not permanent. A recipient can be categorized as having a temporary limited capacity to employment a maximum of 6 months at a time, otherwise a new medical report must be submitted.
3. The only exception to point 2 is that of a parent. Any parent with a child (under their custody) under 5 years of age is considered to have a temporary limited capacity for employment. The recipient must produce a birth certificate of the child before receiving the TLCE benefit.
4. A severely limited capacity to employment will be recognized if the diagnosis on the medical report matches any of the permanent disabling diagnosis as outlined in Section 03.01.07.01 of the DIA Interpretation manual. If the diagnosis on the medical report does not match any diagnosis on this list, then the recipient will be categorized as having a temporary limited capacity for employment.

19.0 Clothing Allowance for Dependant Children Attending School

1. In August of every year recipients are entitled to receive a clothing allowance for dependent children who are attending school. Recipients will receive one amount for those children who are in pre-school and elementary and another amount for those children attending high school. These amounts are to help families meet the special expenses associated with the start of a new school year.

2. Recipients may be requested to provide proof that the dependent child is registered in school. As well the recipients may be requested proof that the dependent child is in their care. In order to be eligible, the dependent child must be a registered band member.
3. A recipient who receives Social Assistance for August is eligible for this benefit, as well as those who make an application for September are also eligible.
4. Recipients who make an application for Social Assistance for their EI waiting period are not eligible for this assistance.

20.0 Payment of Social Assistance

Social Assistance will be issued two days before the first day of every month. However, if this day of the month falls on a weekend or statutory holiday, then payment will be made on the Friday or the day before the statutory holiday occurs.

Please see Appendix I for a list of issue dates.

21.0 Financial Constraints

Should at any time, internal and external constraints are imposed upon the community, the Band Council will review the present policy in order to ensure sound and prudent management in this program and service for all resident Kitigan Zibi registered band members.

Any new changes to this policy will be made publicly advertised. New directives enacting changes to the social assistance program will be issued to the band administration and its director(s) for future social assistance applications.

22.0 Work Code of Ethics

In accordance to the Kitigan Zibi Anishinabeg Human Resource Policy, the Administrator and all employees shall be subject to the Work Code of Ethics.

APPENDIX I

SOCIAL ASSISTANCE

ISSUE DATES

<u>ISSUE DATE</u>	<u>BENEFIT PERIOD</u>
October 30, 2002	November 2002
November 27, 2002	December 2002
December 30, 2002	January 2003
January 29, 2003	February 2003
February 26, 2003	March 2003
March 28, 2003	April 2003
April 29, 2003	May 2003
May 28, 2003	June 2003
June 27, 2003	July 2003
July 30, 2003	August 2003
August 28, 2003	September 2003
September 29, 2003	October 2003
October 29, 2003	November 2003
November 27, 2003	December 2003
December 30, 2003	January 2004

APPENDIX II

SOCIAL ASSISTANCE MONTHLY RATES

Effective January 1st, 2002

SINGLE PERSON RATES			
Status	Rate - NSD*	Rate - SD**	Excluded Work Income
Single Person Capable of working	537.00	478.17	200
Single Person who has a Temporary Limited Capacity	646.00	587.17	200
Single Person who has a Severely Limited Capacity	776.00	717.17	100
Adult in a shelter	160.00	-	100

* NSD = Not Sharing a Dwelling

** SD = Sharing a Dwelling

The following are supplements paid in addition to a recipients rate.

Condition	Supplement
Pregnancy 20 wks +	55
Breastfeeding up to 12 months	55
Diabetes	20

* A mother who is 20 weeks + pregnant is considered to have a Temporary Limited Capacity (03.02.02.02)

* A Parent who has a child who is 5 years old and under is considered to have a Temporary Limited Capacity. (03.02.02.03)

KITIGAN ZIBI ANISHINABEG

MARRIED/COMMONLAW COUPLE RATES			
Status	Rate - NSD*	Rate - SD**	Excluded Work Income
Couple capable of working	823.34	773.34	300
Couple who both have a Temporary Limited Capacity	991.34	941.34	300
Couple who both have a Severely Limited Capacity	1,153.34	1,153.34	100
Couple where one is capable of working and one has a Temporary Limited Capacity	932.34	882.34	300
Couple where one is capable of working and one has a Severely Limited Capacity	1, 153.34	1, 103.34	100
Couple where one has a Temporary Limited Capacity and one has a Severely Limited Capacity	1, 153.34	1, 103.34	100

* NSD = Not Sharing a Dwelling

** SD = Sharing a Dwelling

The following are supplements paid in addition to a recipients rate.

Condition	Supplement
Pregnancy 20 wks +	55
Breastfeeding up to 12 months	55
Diabetes	20

* A mother who is 20 weeks + pregnant is considered to have a Temporary Limited Capacity (03.02.02.02)

* A Parent who has a child who is 5 years old and under is considered to have a Temporary Limited Capacity. (03.02.02.03)