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August 14, 2009

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All Band Social Development Workers
Holders of the Social Development
Policy and Procedures Manual
British Columbia Region

Manual Amendment Letter #02, 2009/2010

To All holders of the Social Development Policy & Procedures Manual

Re: Social Development Policy and Procedures Manual - Appendices

This manual amendment introduces a new version of the Social Development Policy and Procedures Manual – Volume 3 – Appendices which includes the following

- Appendices Manual Cover Sheet
- Introduction to This Manual
- Table of Contents
- Appendix 1 – Administering Authorities
- Appendix 2 – Social Development Forms List
- Appendix 3 – Income Assistance Onsite Compliance Review Process
- Appendix 4 – Other Programs
- Appendix 5 – Sample Job description for Band Social Development Workers
- Appendix 6 – Manual Amendment Letters
- Appendix 7 – Policy Directive Letters
- Appendix 8 – Resource Information

Housekeeping

In addition, this manual updates

- Volume 1 – Income Assistance Program Manual Cover Sheet, Table of Contents and Introduction to This Manual
- Volume 1 – Chapter 1.3 Program Administration
- Volume 1 – Chapter 2.9 Program Monitoring and Review
- Volume 1 – Chapter 4.5 Eligibility and Under Nineteen Years of Age

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- Volume 1 – Chapter 12 1 Work Opportunity Program
- Volume 2 – Assisted Living Program Manual Cover Sheet Table of Contents
And Introduction to This Manual
- Volume 3 – Appendix 6 1 Manual Amendment Letters
- Volume 3 – Appendix 7 1 Policy Directive Letters

UPDATING THE MANUAL:

Please update the Manual as follows

- 1 Remove the entire Appendix Section from the “Volume 1 – Income Assistance Program Manual”
- 2 Remove the entire Appendix Section from the “Volume 2 – Assisted Living Program Manual”
- 3 Insert the cover page and spine label marked “Volume 3 – Appendices” in a binder
- 4 Insert the Appendices Manual Cover Sheet, Introduction to This Manual, the Table of Contents and the eight Appendixes dated August 2009 in the Volume 3 - Appendices binder
- 5 Update the existing Volume 1 and Volume 2 manuals by replacing the corresponding sections with the attached amendments dated August 2009

Should you have further questions or require clarification on this manual amendment, please contact Gwen John at the First Nations Social Development Society at 1-800-991-7099 or gwen@fnsds.org

Sincerely,



Andy Butler
Manager, Income Assistance
Intergovernmental Affairs
Indian and Northern Affairs Canada, BC Region

Attach

cc Chief and Council

Band Administrator/ Manager

Jody Kaden, Manager, Program Review Team, Intergovernmental Affairs

Danae Slater, Advisor, Intergovernmental Affairs

Anita Lopez, Advisor, Intergovernmental Affairs

Eva Zen, A/Advisor, Intergovernmental Affairs

Funding Services Officers, FSOs

Kelvin Hall, Manager, FS Operations North

Gerry Nantel, Manager, FS Operations South

Gina George, Persons with Disabilities Coordinator, FNSDS

Gwen John, Training Coordinator, FNSDS

Jessie Sidney, Manger, client Services, Yukon Region

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