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Your file - Votre référence

August 23, 2010

Our file - Notre référence

E6590-0

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

To: All Band Social Development Workers

Manual Amendment Letter #02, 2010/2011

Re: **Chapter 8, Persons with Disabilities**
Chapter 5.6, Minimum Shelter Allowance

The purpose of this manual amendment is to advise of changes to the *Social Development Policy and Procedures Manual Volume 1, BC Region* effective August 2010.

1. Persons with Disabilities chapter clarification.

As part of a new format, Chapter 8 has been broken down into 5 different sections.

Changes to this chapter are as follows:

- Title for section 8.1 remains the same as "Persons with Disabilities" and now includes a new General Principle, Definitions, Policy, and Procedures sections.
- Section 8.2 has been replaced with "17- Year- Old Persons with Disabilities" and now includes a new General Principle, Definitions, Policy, and Procedures sections.
- A new section 8.3 is titled "Applicants Moving Off/On Reserve" and now includes a new General Principle, Policy, and Procedures sections.

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- A new section 8.4 is titled "Contacts and Resources" and now includes additional information including phone numbers, websites and links for programs or services that are referenced in Chapter 8.
- A new section 8.5 is titled "Rate Table for Persons with Disabilities." Plus, the Minimum Shelter

2. Minimum Shelter Allowance

The Minimum Shelter Allowance is an out-dated policy and is now eliminated.

3. Housekeeping

In addition, the following sections have been updated:

- Appendices Table of Contents, *Social Development Policy and Procedures Manual Vol. 1.*
- Appendices Table of Contents, *Social Development Policy and Procedures Manual Vol. 3.*
- Appendix 2.1, Income Assistance Forms List.
- Appendix 6, Manual Amendment Letters 2010-2011, *Social Development Policy and Procedures Manual Vol. 3.*

INSTRUCTIONS FOR UPDATING THE MANUAL:

All changes are highlighted. Please remove the following chapter and sections from the *Social Development Policy and Procedures Manual Vol. 1* and replace them with the corresponding chapter that is included in this package:

1. Please remove **Income Assistance Table of Contents** (pages 1-6) and insert the attached **Income Assistance Table of Contents** (pages 1-6) dated August 2010.
2. Please remove Chapter 5 Section 6 (pages 1 to 2) and replace with the attached Chapter 5 Section 6 (pages 1 to 2) dated August 2010.
3. Please remove all of Chapter 8, sections 8.1 (pages 1-8) and 8.2 (pages 1-2) and replace them with the attached sections 8.1 (pages 1-11), 8.2 (pages 1-8), 8.3 (pages 1-5), 8.4 (1 page), 8.5

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(pages 1-2), dated August 2010.

Please update the *Social Development Policy and Procedures Manual Vol.3* as follows:

1. Please remove Appendices Table of Contents (pages 1-2) and replace with the attached Appendices Table of Contents (pages 1-2) dated August 2010.
2. Please remove Appendix 2.1, Income Assistance Forms List (pages 1- 2) and replace with the attached Income Assistance Forms List (pages 1-2) dated August 2010.
3. Please remove and discontinue using the "Consent to Release of Information: BC Ministry of Human Resources (SA 320 [04/04])" form and replace with the renamed form "Consent for BC MHSD to Release of Persons With Disabilities Information (SA 320 [08/10 – 1498451 v3)."
4. Please remove Appendix 6, Manual Amendment Letters (pages 1-2) and replace with the attached Appendix 6 (pages 1-2) dated August 2010.

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

Sincerely,



for Andy Butler
Manager, Income Assistance
Funding Services, Programs and Partnerships
Indian and Northern Affairs Canada, BC Region

Attach.

cc: Chief and Council
Band Administrator/ Manager

Bill McArthur, Manager, Program Review Team, FSP&P
Gerry Nantel, Manager, FS Operations South, FSP&P
Kelvin Hall, Manager, FS Operations North, FSP&P
Jessie Sidney, Manager, Client Services, Yukon Region
Anita Lopez, Advisor, Income Assistance, FSP&P
Evan Jones, A/Advisor, Income Assistance, FSP&P
Gwen John, Training Coordinator, FNSDS
Rene Beauchamp, A/Training Coordinator, FNSDS

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