

## Introduction to This Manual

Welcome to the *Social Development Policy and Procedures Manual* which has been divided into four binders, the Income Assistance Program under Volume 1, the Assisted Living Program under Volume 2, the Appendices under Volume 3, and the National Child Benefit Reinvestment Initiative under Volume 4.

These manuals are designed for those involved in administering the Social Development Program in BC. The program is administered by the federal Department of Indian Affairs and Northern Development (DIAND), which is also known as Indian and Northern Affairs Canada (INAC) and provides financial support to eligible individuals living on-reserve. The manual may also be useful to others involved in the delivery of socio-economic programs on-reserve.

### Online Version of BC Region Manuals

Electronic copies of these manuals are posted to the First Nations Social Development Society's web site at [www.fnsds.org](http://www.fnsds.org) or INAC Extranet web site at [www.inac.gc.ca/extranet](http://www.inac.gc.ca/extranet)

- Select fiscal year
- Region: British Columbia
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### Manual Amendments

Registered manual holders are workers that are directly involved in administering the DIAND Social Development Program in BC. All registered manual holders will receive regular amendments or updates to the manual.

Workers who receive a manual amendment are expected to read the cover letter describing the changes; then remove the old sections and insert the new ones with the changes marked on each page.

Each manual amendment package also includes a new table of contents and index. Workers are expected to check and ensure that the manual contains all the sections listed on the table of contents, and that the date printed on the bottom of each section matches the date shown on the table of contents. The CIDM number and Version number refer to the Comprehensive Integrated Document Management (CIDM) System that is used by INAC.

## Manual Administrator

Contact the manual administrator if:

- The update packages are going to the wrong person.
- A worker is not getting update packages.
- There are missing sections of the manual, or some of the sections are out of date.
- A worker has found errors in the manual and forwarding findings.

SDPP Manual Administrator  
Funding Services Programs and Partnerships  
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## What This Manual Contains

The Assisted Living manual, volume 2 is divided into a table of contents and 4 chapters. Each chapter is divided into a series of sections.

**Table of Contents** - provides heading for each chapter and section with current policy issue date.

**Chapter 1, Introduction** – serves as an introduction to the policies and procedures that are to be followed in the administration of the Social Development Program in the British Columbia Region.

**Chapter 2, Homemaker Services** – covers eligibility for homemaker services, client user charges, application process, rates, methods of payment, reviews, monthly reports and other support services.

**Chapter 3, Adult Institutional Care Services** – covers eligibility and admission criteria, application and review processes, responsibility of administering authority, levels of care, continuing care facility per diem costs, client user charges, responsibility for the payment of care facility per diem costs, financial exemptions and allowances and other services.

**Chapter 4, Adult Family Care Homes** – covers eligibility for adult family care homes, including recruitment and screening, approval of homes, financial requirements, placement of clients, operation of homes, and closure of homes.